

Student Option Programme User Manual

(For version 1.2.0)

**Curriculum Development Institute
Education Bureau
The Government of The Hong Kong Special Administrative Region
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**Curriculum Development Institute
Education Bureau
The Government of The Hong Kong Special Administrative Region**

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1 ABOUT THIS DOCUMENT

This manual describes the features of SOP, including screens and reports.

2 TARGET AUDIENCES

- SOP Administrators
- SOP Users

3 PREREQUISITES

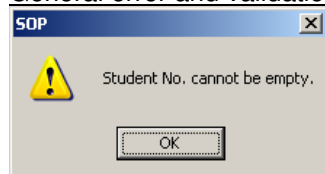
SOP already installed in the machine.

4 GENERAL INFORMATION

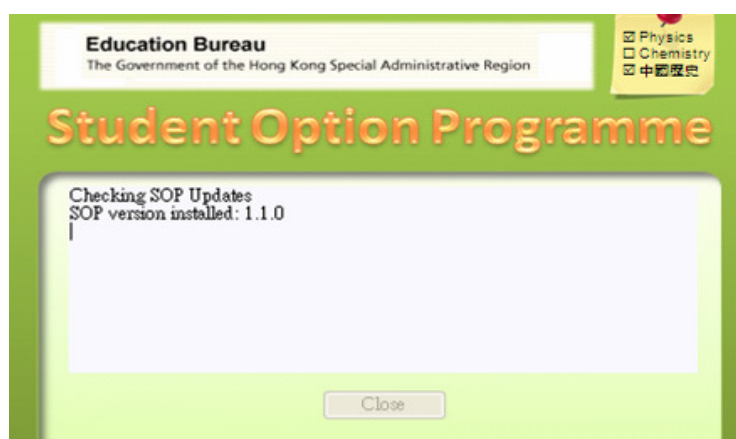
- **Mandatory Field.** all mandatory fields' field name have been set to bold face.

- Error: after pressing "Save" button, "Generate" button, etc..., SOP will validate all mandatory fields and their data format, and prompt warning to user if any.

General error and validation error message box.



- The SOP will be upgraded automatically if the PC is connected to the Internet. Otherwise, user have to upgrade your SOP by downloading the installation file at <http://sop.edb.hkedcity.net/>.



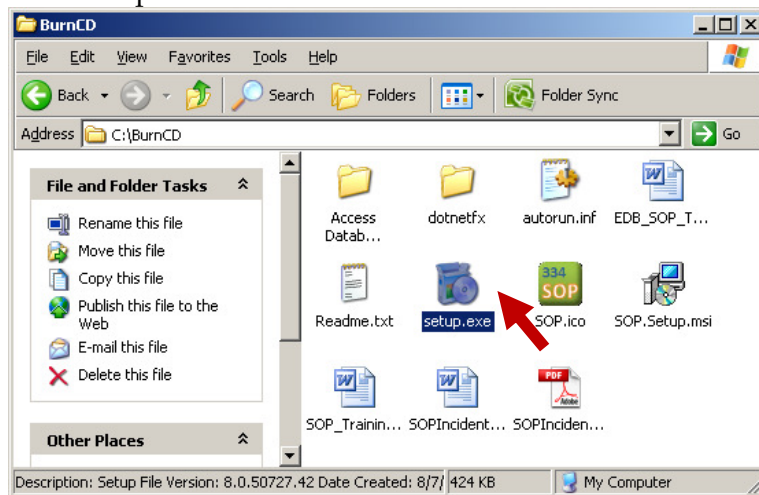
5 GETTING STARTED WITH STUDENT OPTION PROGRAMME (SOP)

In this section, user will learn to:

- Install SOP
- Launch SOP
- Logon to SOP
- SOP Main Window
- Logout SOP
- Uninstall SOP

5.1 Install SOP

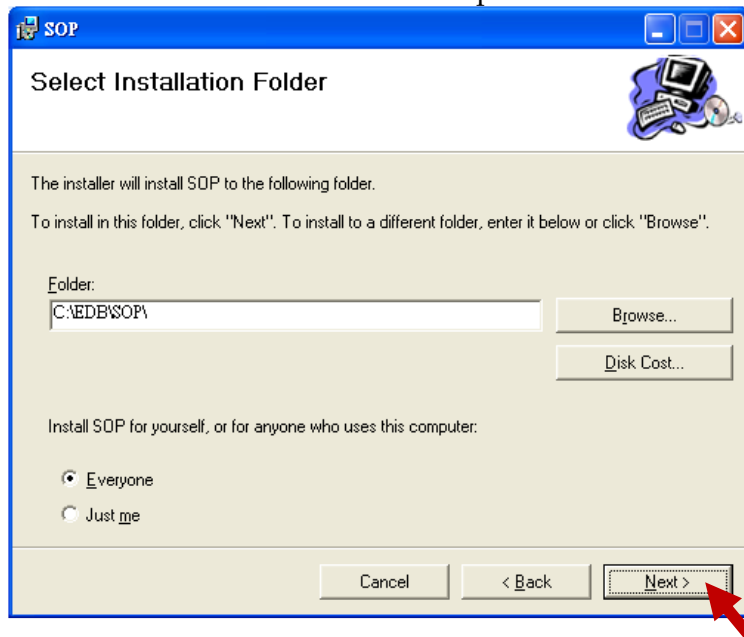
Go to the path where the SOP installer is stored in the computer and double click "setup.exe".



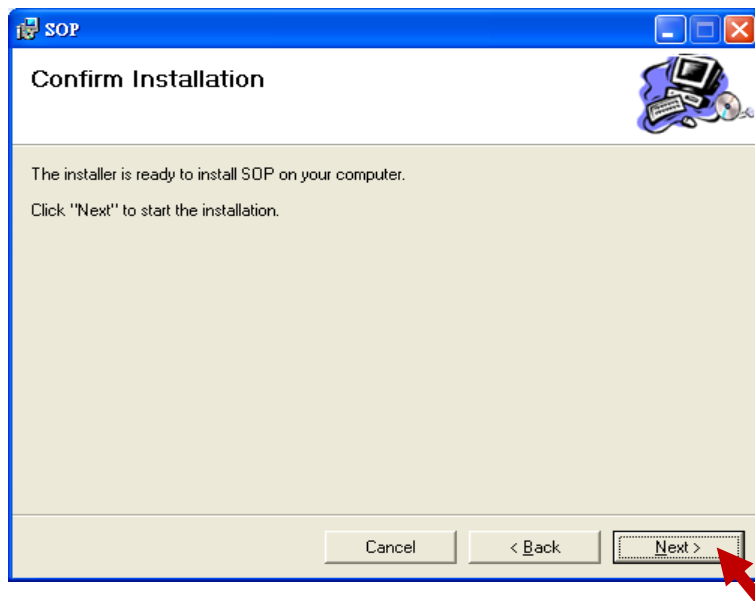
In the setup welcome screen, click "Next" button.



User can select the installation folder of SOP program. For default, it is *C:\EDB\SOP*. Click "Next" button to continue setup.

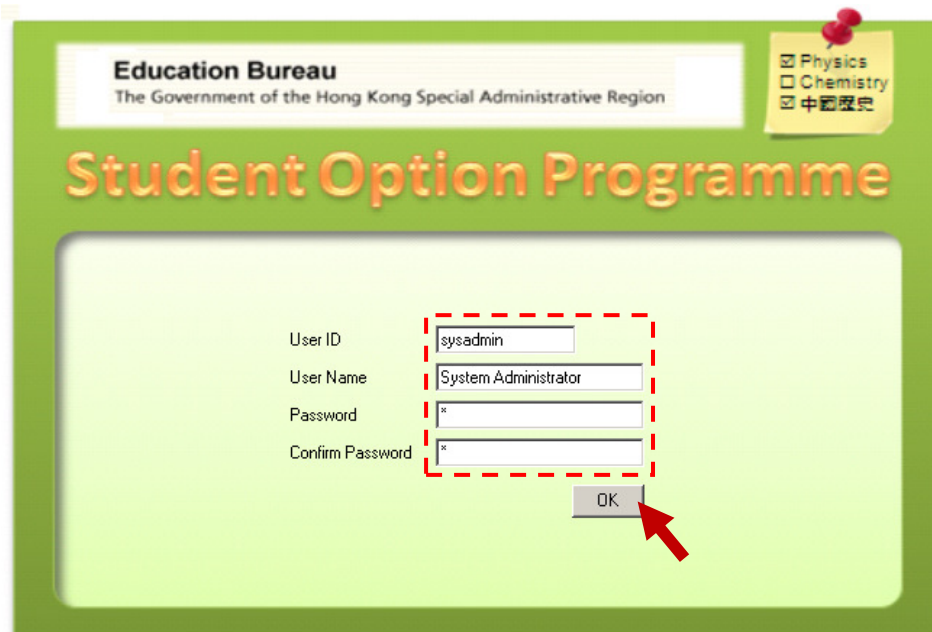


Click "Next" to confirm the installation.



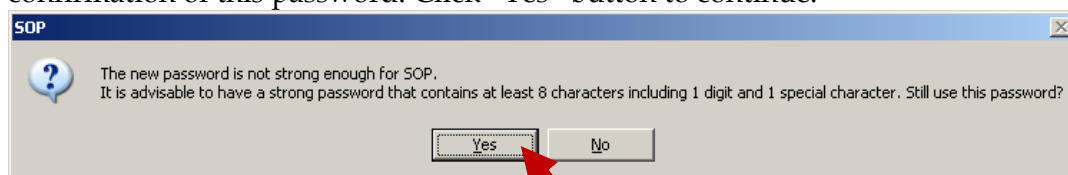
When installation is nearly completed, the installer will prompt the screen for entering System Administrator information (User ID, User Name, Password and Confirm Password).

Enter all this information and click “OK” button.

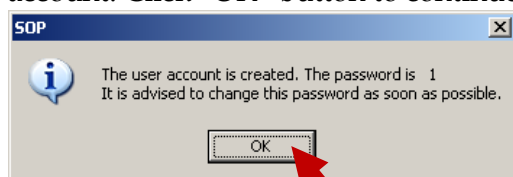


The screenshot shows the 'Student Option Programme' installation window. At the top, it says 'Education Bureau' and 'The Government of the Hong Kong Special Administrative Region'. Below this, the title 'Student Option Programme' is displayed in large orange letters. On the right, there are checkboxes for 'Physics', 'Chemistry', and '中國歷史', with 'Physics' and '中國歷史' checked. The main area contains four input fields: 'User ID' (containing 'sysadmin'), 'User Name' (containing 'System Administrator'), 'Password' (containing a single asterisk '*'), and 'Confirm Password' (containing a single asterisk '*'). A red dashed rectangle highlights these four fields. Below the fields is an 'OK' button, which is pointed to by a red arrow.

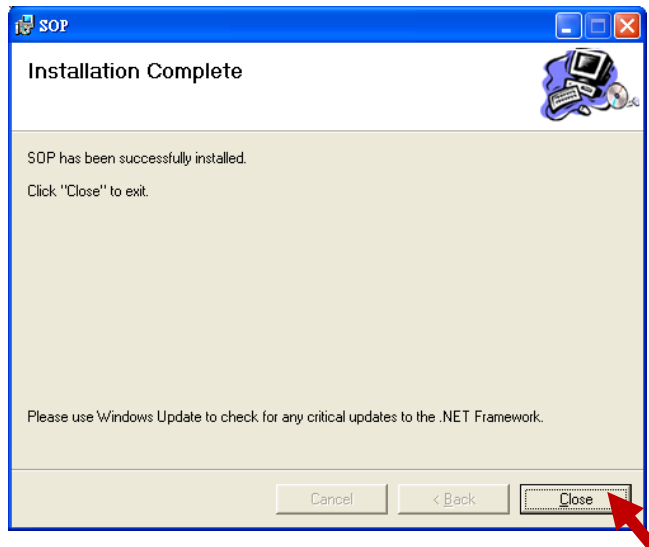
If the password entered is not strong enough, the system will prompt for double confirmation of this password. Click “Yes” button to continue.



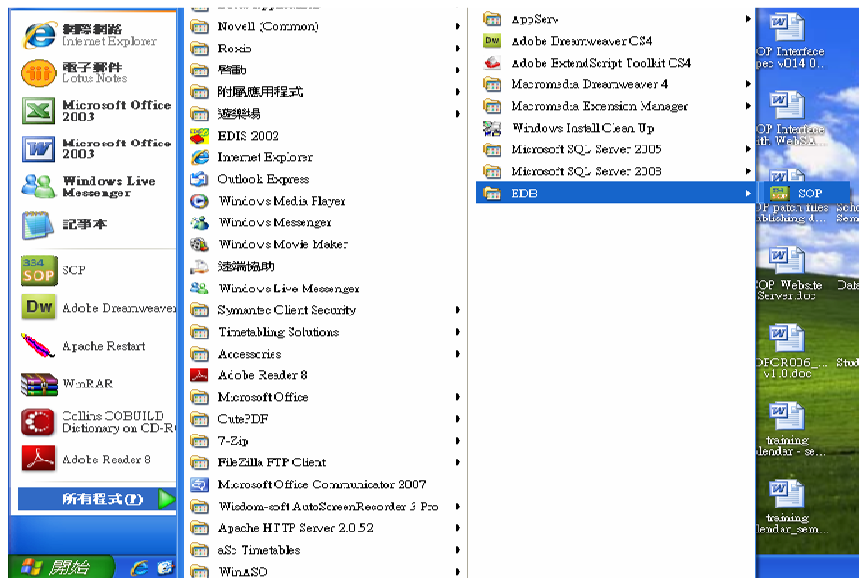
The system will prompt the account creation message, and the password entered for this account. Click “OK” button to continue.



Click “Close” button to finish the installation.



The SOP icon will be created on the desktop and a shortcut can be found in the Program Menu.



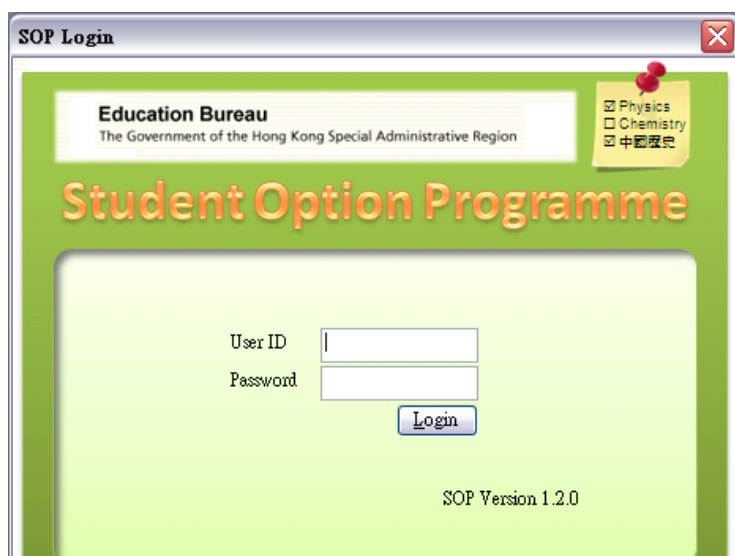
5.2 Launch SOP

1. User can launch SOP by clicking **Start -> Programs...** OR double click the SOP icon on the desktop.



5.3 Login to SOP

1. After launching SOP, logon screen will be shown:

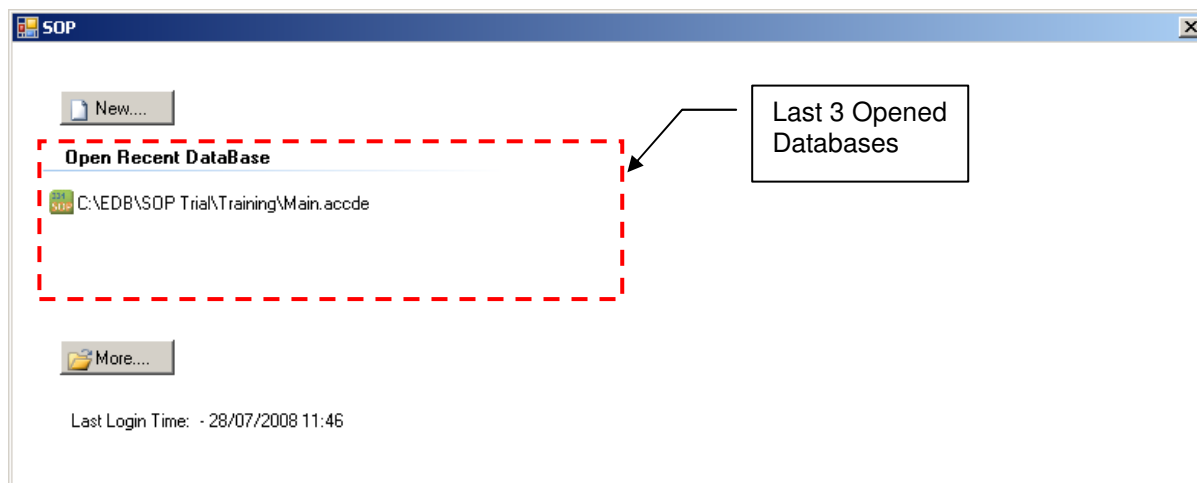


2. Enter User ID and Password, then click "Login" button.

Remarks:

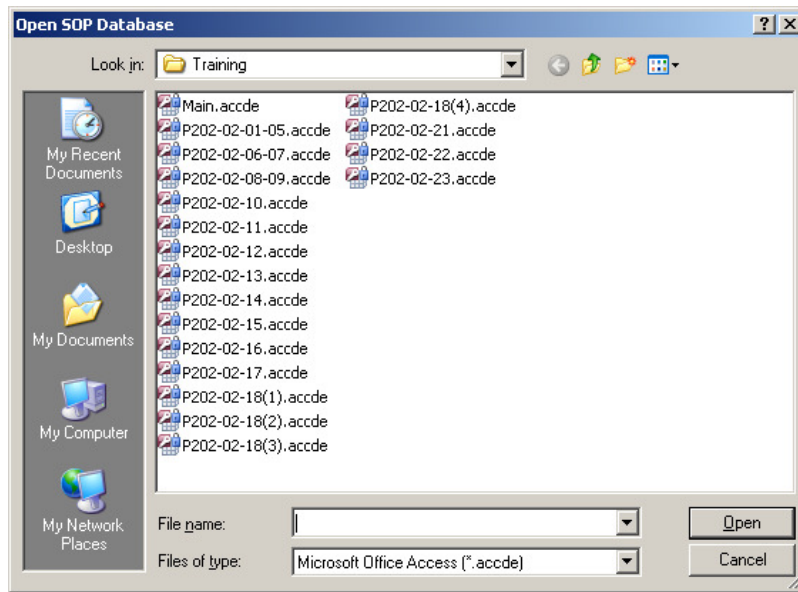
- Please note that the password is case sensitive.

3. After successful login, a welcome screen will be shown:



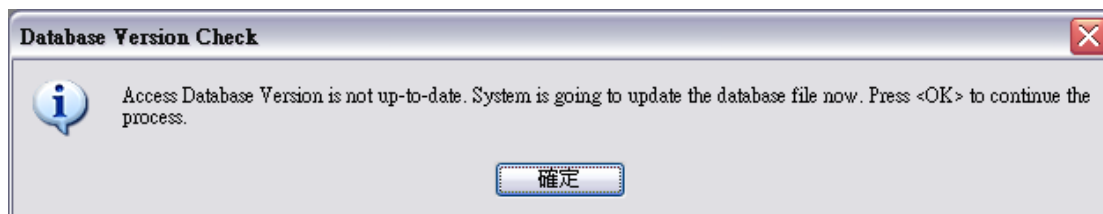
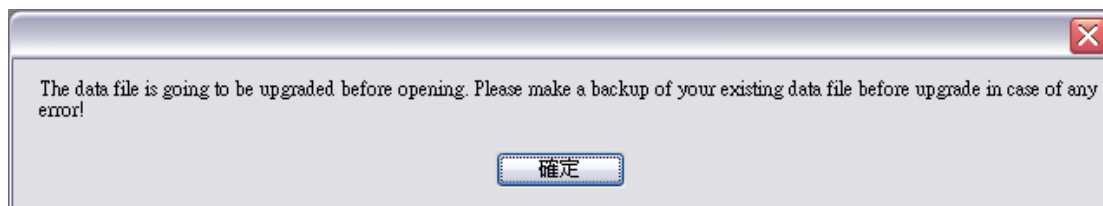
User can open an existing database by double clicking one of the last 3 opened databases shown on the screen or clicking "More ..." button.

If “More ...” button is clicked, the system will show the following screen for user to select a database:



User can also create a new database (without data) by clicking “New” button. After opening a database or creating a new database, the system will show the status of the database file.

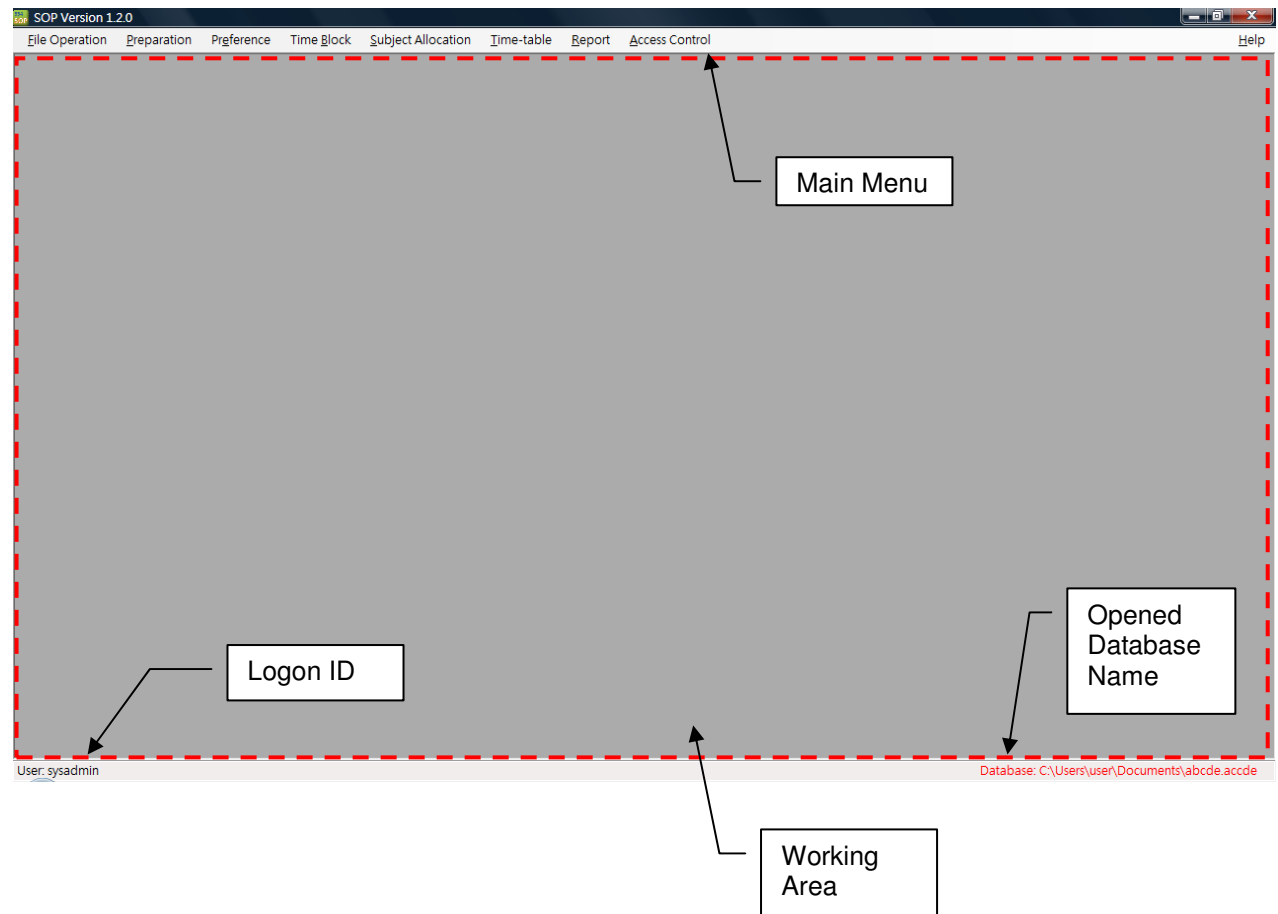
If a database created by an old version of SOP is opened, the system will upgrade the database and prompt the following screens to remind user to backup the database before upgrading.



SOP Main Window

SOP main window consists of 4 main areas:

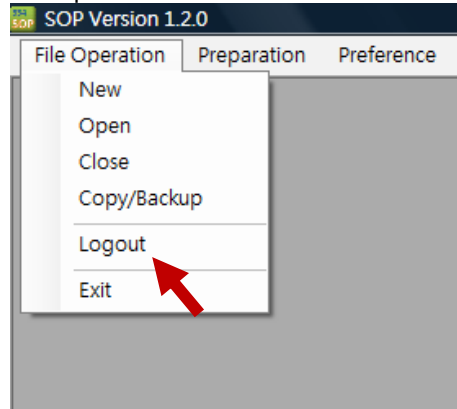
- Main Menu: a quick menu with hotkeys.
- Working area: SOP working space.
- Logon ID: a section to display ID of the logon user.
- Opened Database: a panel showing current opened database with path.



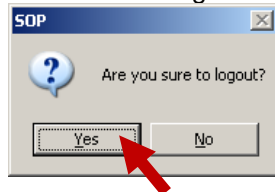
5.4 Logout SOP

User can logout SOP by clicking File Operation Menu (File Operation->Logout).

File Operation Menu

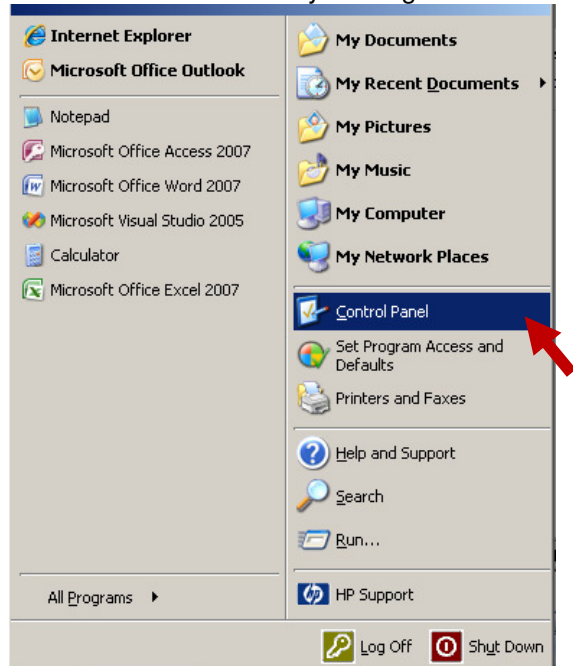


Click "Yes" to logout SOP

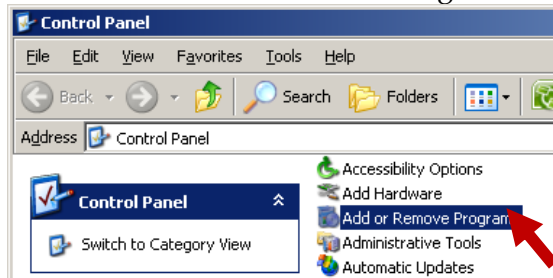


5.5 Uninstall SOP

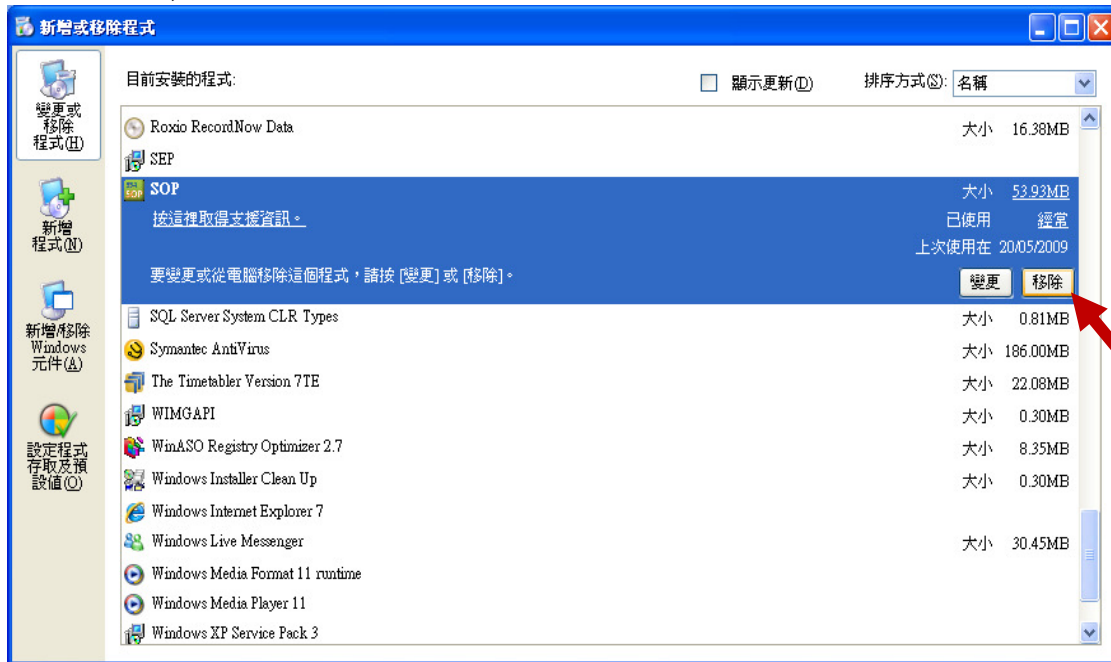
SOP can be uninstalled by clicking **Start -> Control Panel**.



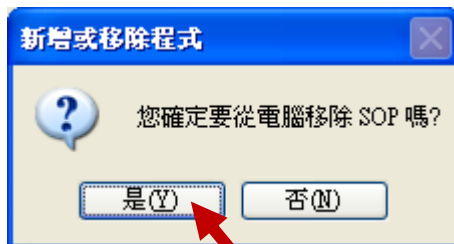
Double click “Add or Remove Programs” icon.



Find the SOP, and click “Remove” button.



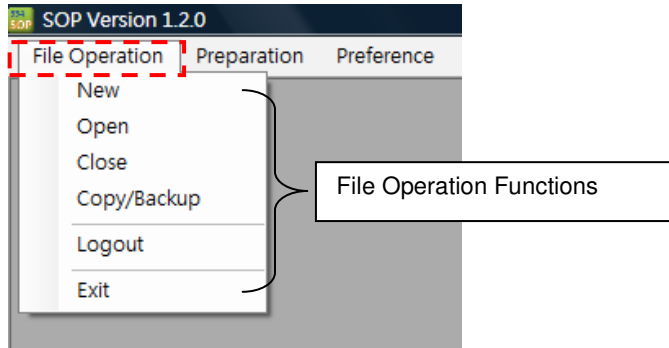
Click “Yes” to uninstall SOP.



When uninstallation is completed, the folder `C:\EDB\` no longer exists unless user stores files in this folder with the filename different from the file generated by SOP installer at the beginning.

6 FILE OPERATION

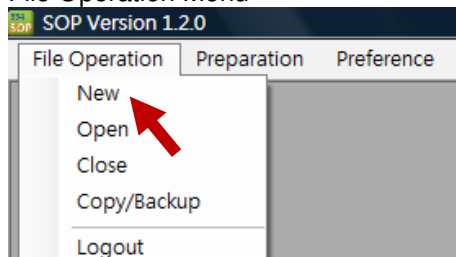
This section shows all file related functions, i.e. Create new database, Open existing database, Close opened database, Copy/Backup opened database, logout SOP, and Exit SOP.



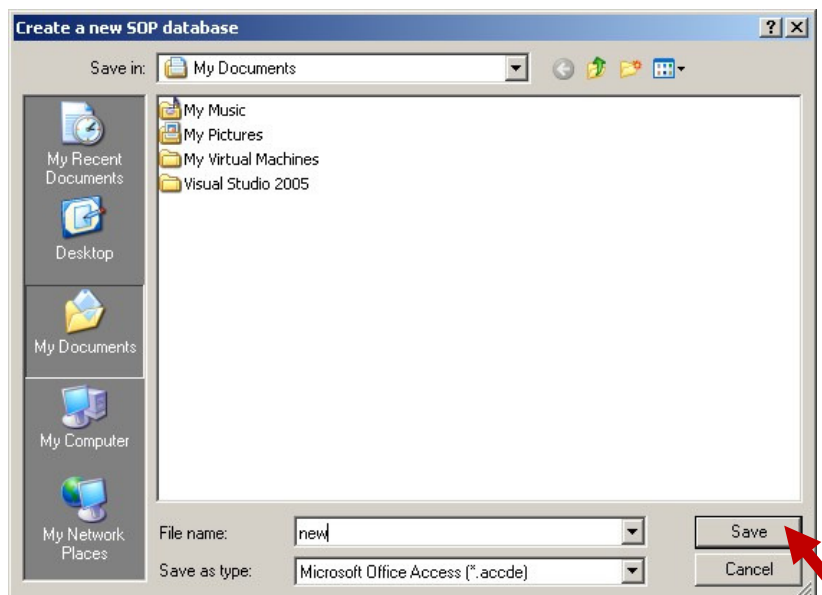
6.1 New

Create a new blank database file by clicking File Operation Menu (File Operation-> New).

File Operation Menu



Select destination folder and enter the name of database, then click "Save".



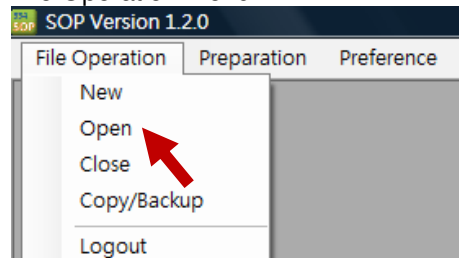
The system will switch to the new database and show the filename with path on the lower right hand corner.



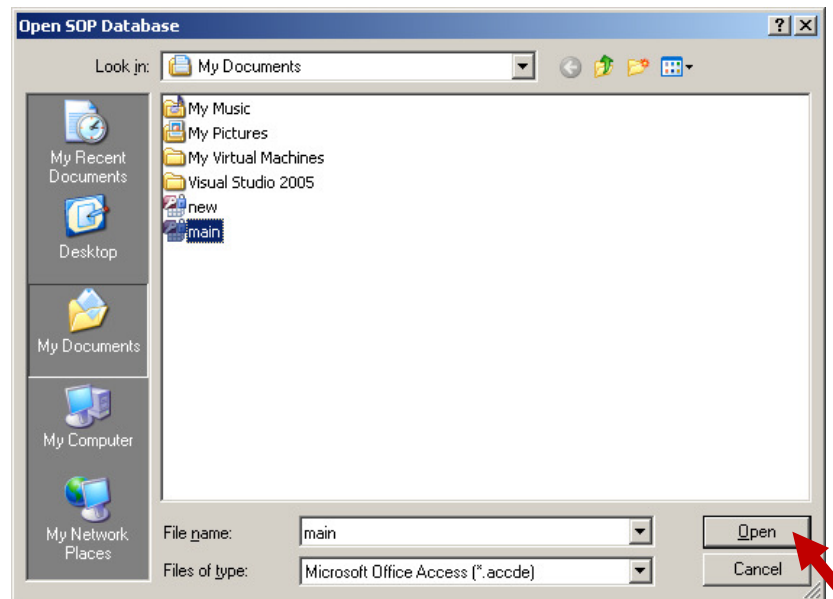
6.2 Open

Open a database file by clicking File Operation Menu (File Operation -> Open).

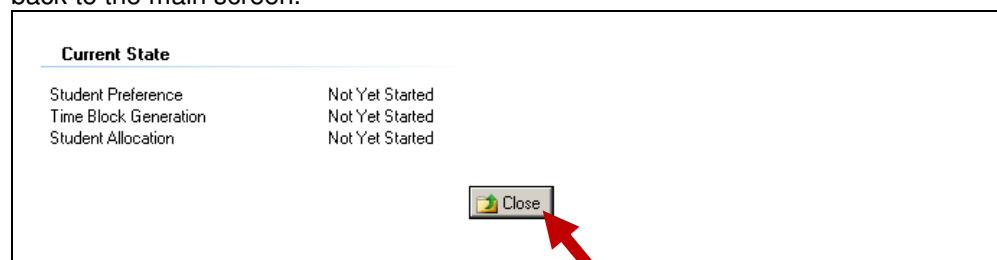
File Operation Menu



Choose a database file to open, and then click "Open".



After choosing a database, the system will show its current state, Student Preference, Time Block Generation, and Student Allocation. User has to click "Close" to close the Welcome Screen and go back to the main screen.



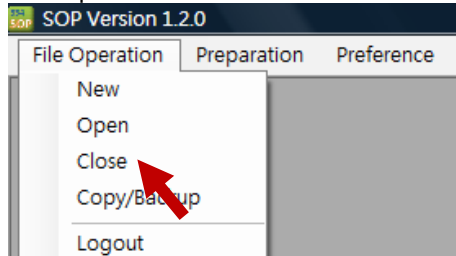
The system will switch to the new database and show the filename with path on the lower right hand corner.



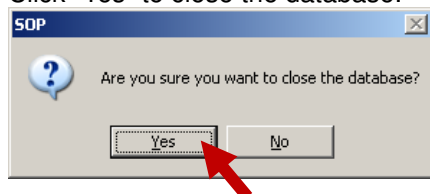
6.3 Close

To close a database, click File Operation Menu (File Operation-> Close).

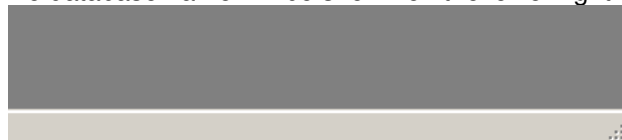
File Operation Menu



Click “Yes” to close the database.



No database name will be shown on the lower right hand corner.



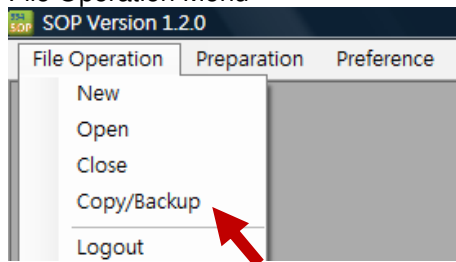
6.4 Copy/Backup

This section shows the Copy/Backup function.

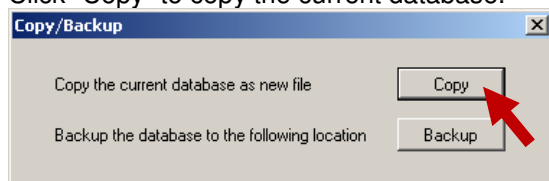
6.4.1 Copy

User can copy the opened database file by clicking File Operation Menu (File Operation-> Copy/Backup).

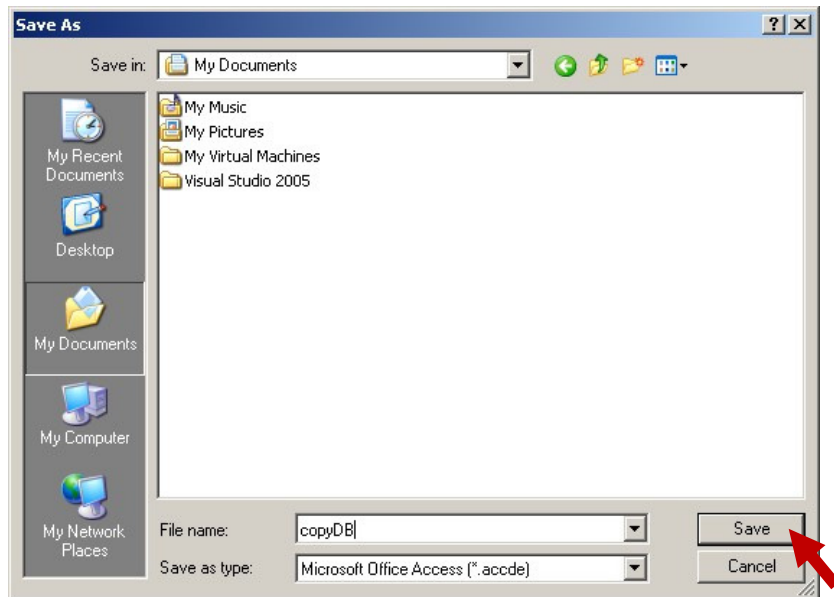
File Operation Menu



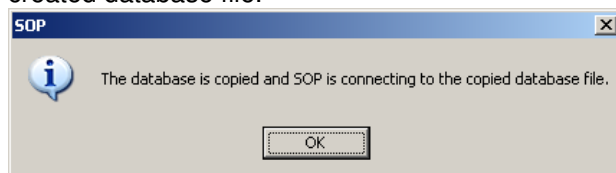
Click “Copy” to copy the current database.



Select destination folder and enter the name of database, then click “Save”.



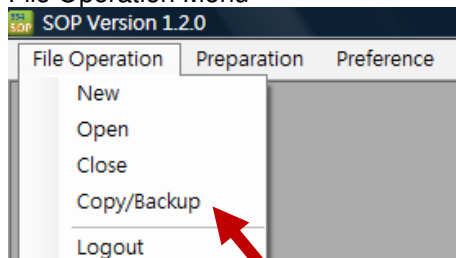
The system will prompt the following message box when copy is completed and connect to the newly created database file.



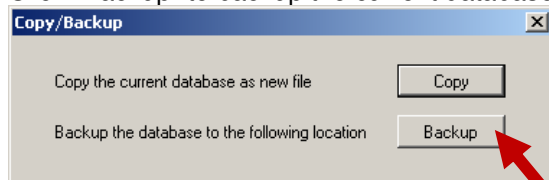
6.4.2 Backup

User can backup the opened database file by clicking File Operation Menu (File Operation -> Copy/Backup).

File Operation Menu



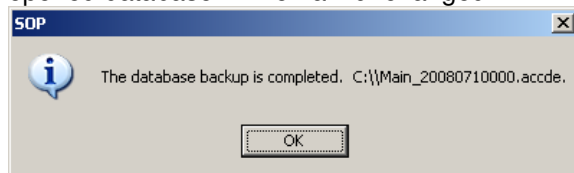
Click "Backup" to backup the current database.



Choose a folder for the database file to backup, then click “OK”.



The system will prompt the following message box when backup is completed. Please note that the opened database will remain unchanged.



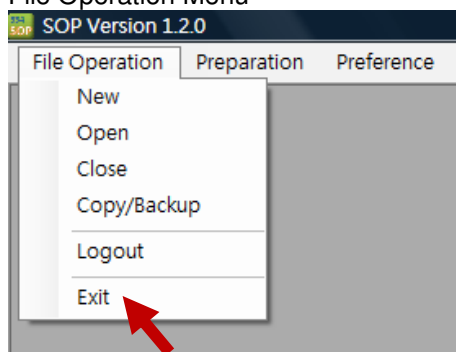
6.5 Logout

Please refer to Section 5.4 Logout SOP.

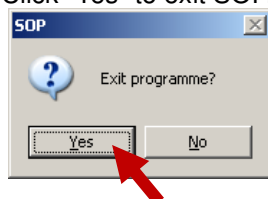
6.6 Exit

User can exit SOP by clicking File Operation Menu (File Operation-> Exit).

File Operation Menu

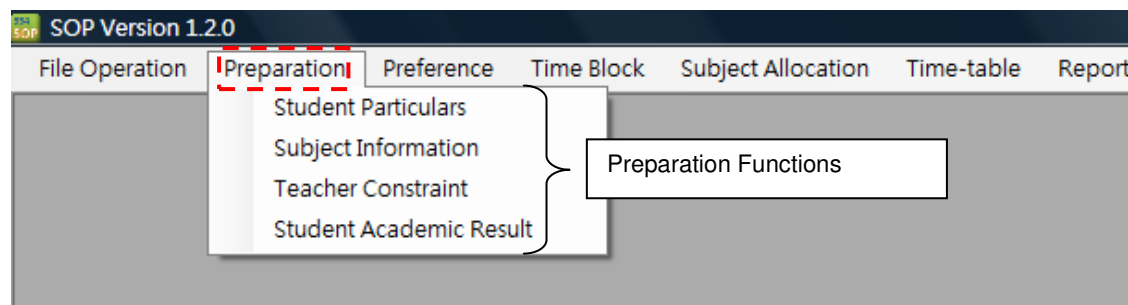


Click “Yes” to exit SOP.



7 PREPARATION

This section shows all preparation functions, i.e. Student Particulars, Subject Information, Teacher Constraint, and Student Academic Result.

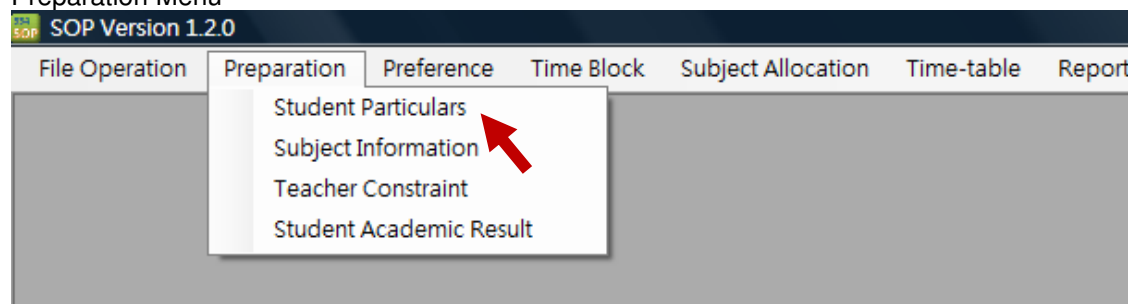


7.1 Student Particulars

7.1.1 How to add new student

User can add new student by clicking Preparation Menu (Preparation -> Student Particulars).

Preparation Menu



In the Student Particulars screen, click "New".

Student Particulars

Student Number: Student Name: Clear

Class: Rank*:

Class Number: Next Year Class:

Gender: ☐ Male ☐ Female Number of electives:

* The allocation order in 'Allocate subjects to students'

Student Number	Student Name	Gender	Class	Class Number	Next Year Class	Rank	Number of Electives
0000001094	CHAN XXX TING	F	3A			5	3
0000004869	KONG XXX PING	F	3A			13	3
0000005897	PAU XXX YIN	F	3A			23	3
0000008405	LEE XXX MING	M	3A			18	3
0000009275	WONG XXX TING	M	3A			28	3
0000009789	LAI XXX SUM	M	3A			14	3
0000009872	CHOW XXX WING	F	3B			39	3
0000012435	CHEUNG XXX WO	F	3C			67	3
0000013412	NG XXX MAN	M	3E			142	3
0000014535	IP XXX KIT	M	3A			12	3
0000021413	CHAN XXX TING	F	3D			95	3

Total no. of Students: 200

User: sa Database: C:\EDB\SOP\Training\Main.accde

Input the particulars of the student on the upper portion of the screen, click “Save” button when input is completed.

The screenshot shows the 'Student Particulars' form with the following fields:

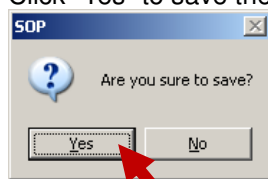
- Student Number: 0000090111
- Student Name: SOP
- Class: 3A
- Rank*: 100
- Class Number: 4A
- Next Year Class: 99
- Gender: ☒ Male ☐ Female
- Number of electives: 3

Below the form is a table of student records:

Student Number	Student Name	Gender	Class	Class Number	Next Year Class	Rank	Number of Electives
0000001094	CHAN XXX TING	F	3A			5	3
0000004869	KONG XXX PING	F	3A			13	3
0000005897	PAU XXX YIN	F	3A			23	3
0000008405	LEE XXX MING	M	3A			18	3
0000009275	WONG XXX TING	M	3A			28	3
0000009789	LAI XXX SUM	M	3A			14	3
0000009872	CHOW XXX WING	F	3B			39	3
0000012435	CHEUNG XXX WO	F	3C			67	3
0000013412	NG XXX MAN	M	3E			142	3
0000014535	IP XXX KIT	M	3A			12	3
0000021413	CHAN XXX TING	F	3D			95	3

At the bottom of the form, there is a 'Total no. of Students' field set to 200 and a 'User: sa' label. The database path is shown as C:\EDB\SOP\Training\Main.accde.

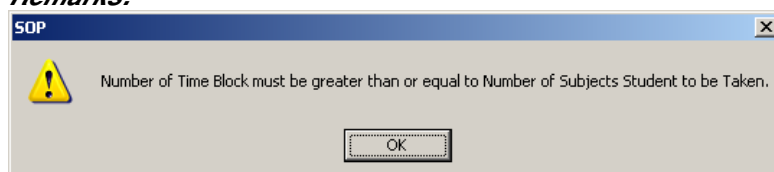
Click “Yes” to save the record.



New record is saved.



Remarks:



Validation:

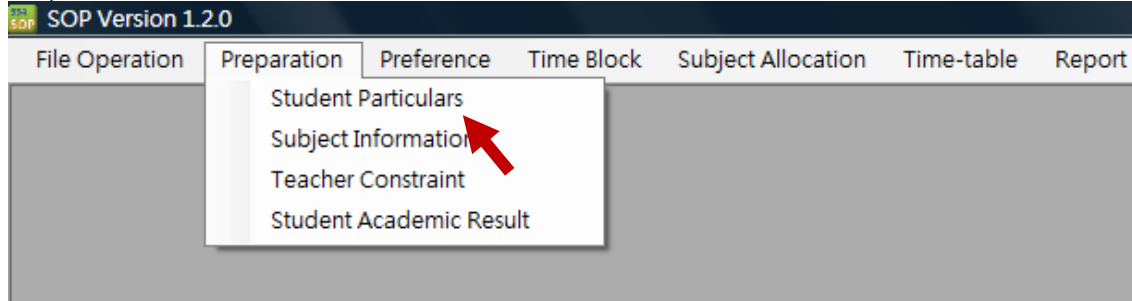
When the inputted number of electives is greater than the number of time block stored in “System Setting”, the system will prompt the above message and will not allow user to save the record.

Please note that Student Number cannot be edited after save.

7.1.2 How to update student information

User can update student information by clicking Preparation Menu (Preparation -> Student Particulars).

Preparation Menu



In the Student Particulars screen, double click a student in the list.

File Operation Preparation Preference Time Block Subject Allocation Time-table Report Access Control Help

New Save Delete Find Student Import From File Import From WebSAMS Student Academic Result Export

Student Particulars

Student Number: Student Name: Clear

Class: Rank*:

Class Number: Next Year Class:

Gender: ☐ Male ☐ Female Number of electives:

* The allocation order in 'Allocate subjects to students'

Student Number	Student Name	Gender	Class	Class Number	Next Year Class	Rank	Number of Electives
0000001094	CHAN XXX TING	F	3A			5	3
0000004869	NG XXX PING	F	3A			13	3
0000005897	PA XXX YIN	F	3A			23	3
0000008405	LEE XXX MING	M	3A			18	3
0000009275	WONG XXX TING	M	3A			28	3
0000009789	LAI XXX SUM	M	3A			14	3
0000009872	CHOW XXX WING	F	3B			39	3
0000012435	CHEUNG XXX WO	F	3C			67	3
0000013412	NG XXX MAN	M	3E			142	3
0000014535	IP XXX KIT	M	3A			12	3
0000021413	CHAN XXX TING	F	3D			95	3

Total no. of Students:

User: sa Database: C:\EDB\SOP\Training\Main.accde

Student information can be updated on the upper area. Click “Save” button when update is finished.

The screenshot shows the 'Student Particulars' form with the following fields:

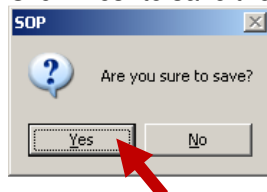
- Student Number:** 000001094
- Student Name:** CHAN XXX TING
- Class:** 3A
- Rank*:** 5
- Class Number:** (empty)
- Next Year Class:** (empty)
- Gender:** ☐ Male ☒ Female
- Number of electives:** 3

Below the form is a table of student data:

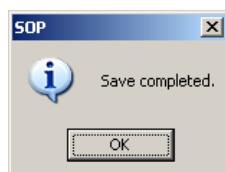
Student Number	Student Name	Gender	Class	Class Number	Next Year Class	Rank	Number of Electives
0000001094	CHAN XXX TING	F	3A			5	3
0000004869	KONG XXX PING	F	3A			13	3
0000005897	PAU XXX YIN	F	3A			23	3
0000008405	LEE XXX MING	M	3A			18	3
0000009275	WONG XXX TING	M	3A			28	3
0000009789	LAI XXX SUM	M	3A			14	3
0000009872	CHOW XXX WING	F	3B			39	3
0000012435	CHEUNG XXX WO	F	3C			67	3
0000013412	NG XXX MAN	M	3E			142	3
0000014535	IP XXX KIT	M	3A			12	3
0000021413	CHAN XXX TING	F	3D			95	3

At the bottom of the form, there is a 'Total no. of Students:' field with the value 200. The status bar shows 'User: sa' and 'Database: C:\EDB\SOP\Training\Main.accde'.

Click “Yes” to save the record.



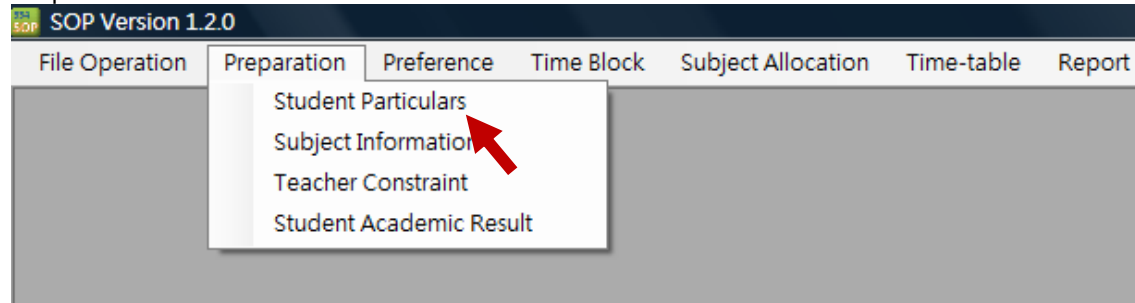
New record is saved.



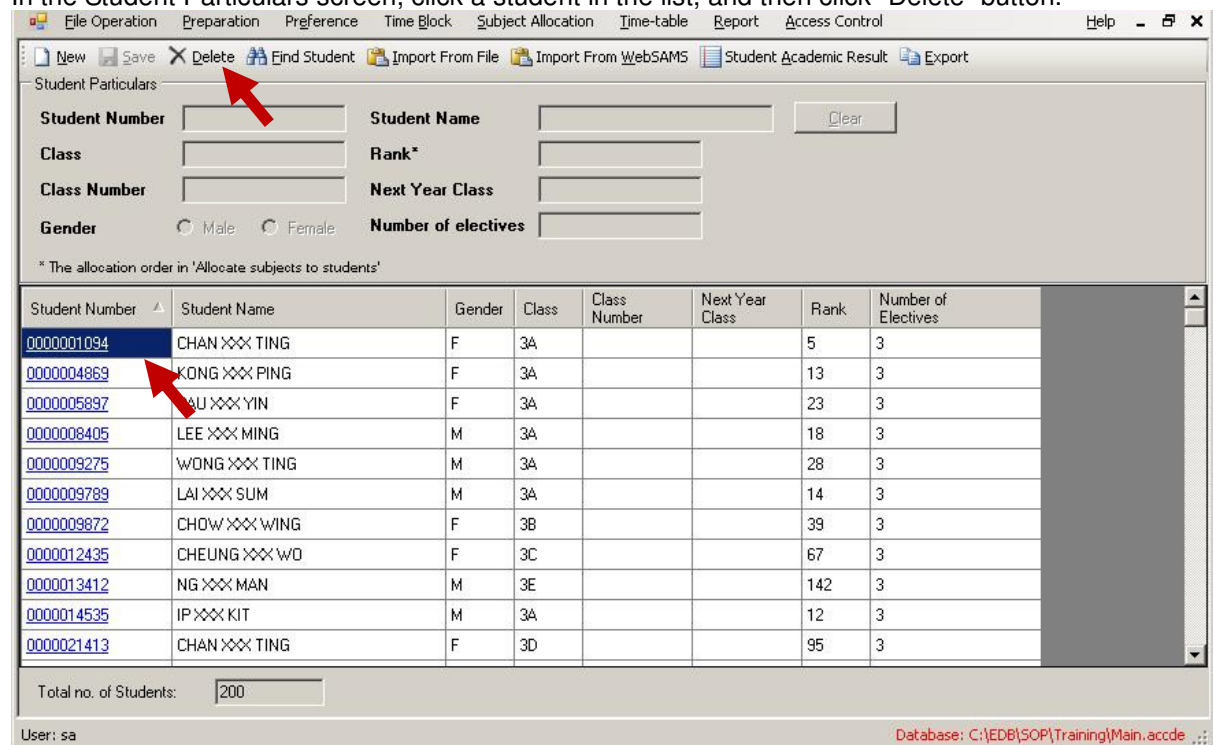
7.1.3 How to delete a student

User can delete a student by clicking Preparation Menu (Preparation -> Student Particulars).

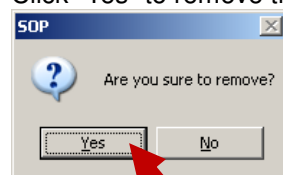
Preparation Menu



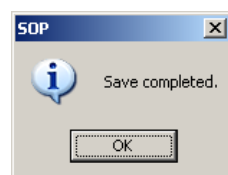
In the Student Particulars screen, click a student in the list, and then click “Delete” button.



Click “Yes” to remove the record.



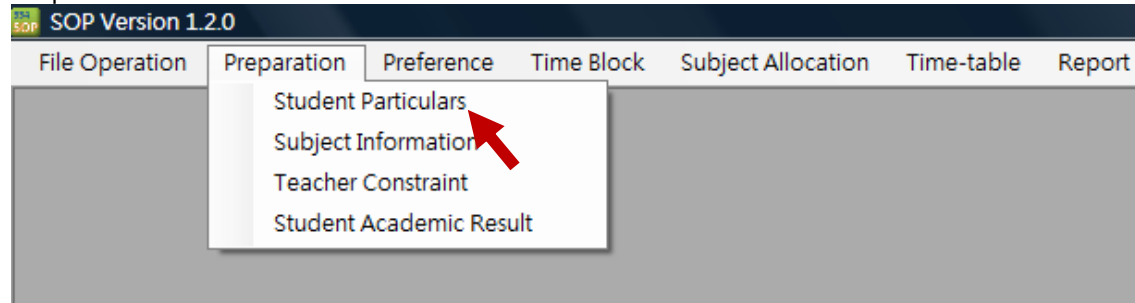
Record is removed.



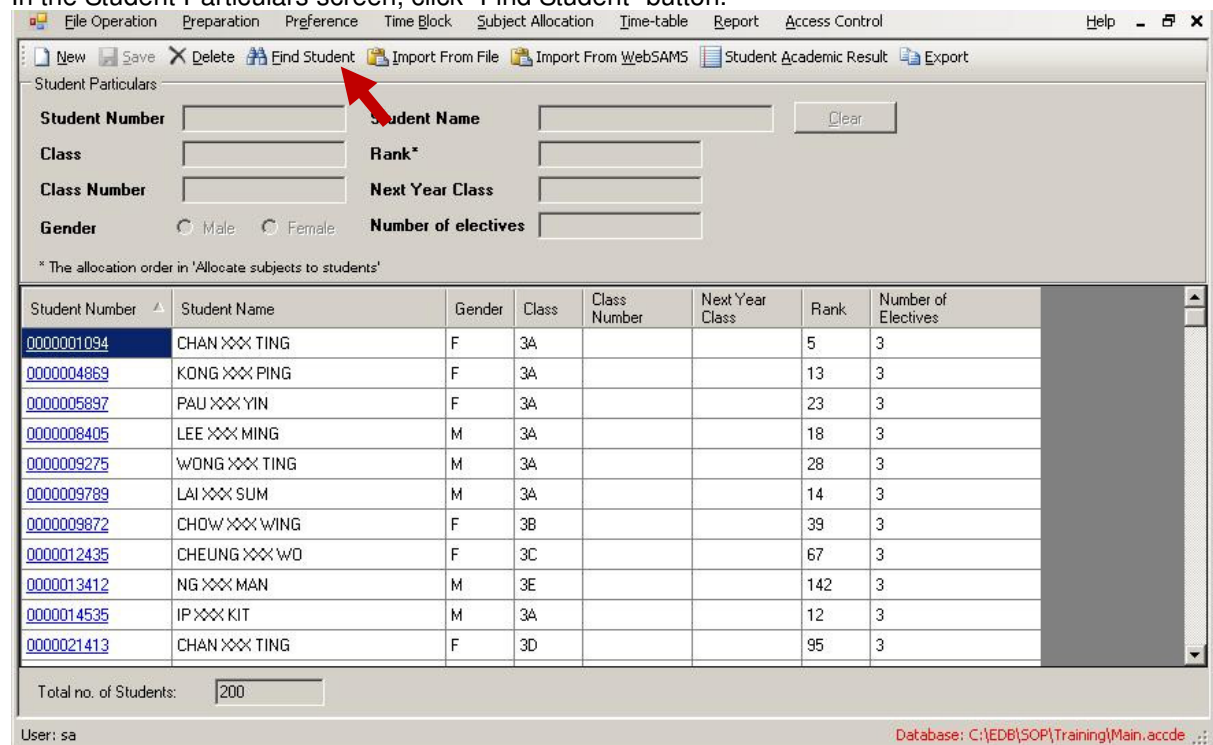
7.1.4 How to find student

User can find students by clicking Preparation Menu (Preparation -> Student Particulars).

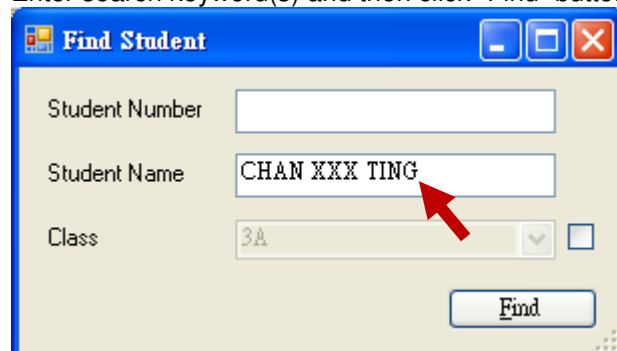
Preparation Menu



In the Student Particulars screen, click "Find Student" button.



Enter search keyword(s) and then click "Find" button.



The search result will be shown on the screen.

The screenshot shows the 'Student Particulars' form with the following fields filled:

- Student Number: 0000001094
- Student Name: CHAN XXX TING
- Gender: Female
- Class: 3A
- Class Number: (empty)
- Next Year Class: (empty)
- Rank: 5
- Number of electives: 3

Below the form, a table displays the search results:

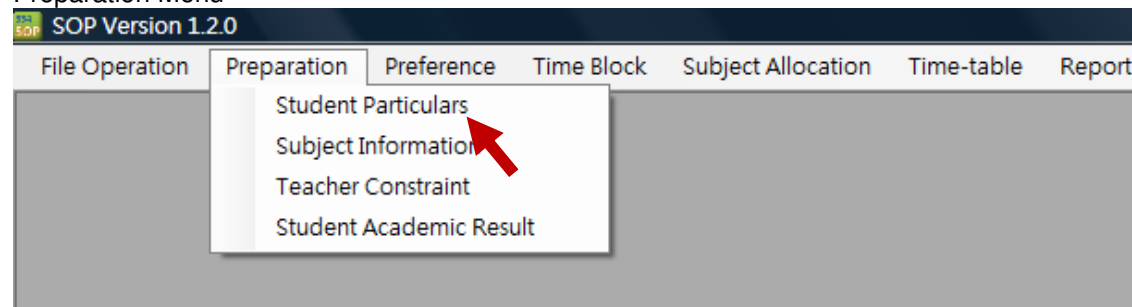
Student Number	Student Name	Gender	Class	Class Number	Next Year Class	Rank	Number of Electives
0000001094	CHAN XXX TING	F	3A			5	3

The table is highlighted with a red dashed border. At the bottom, the 'Total no. of Students' is 1. The status bar shows 'User: sa' and 'Database: D:\Peter\SOP Database\Main.accde'.

7.1.5 How to view student academic result

User can view Student academic result by clicking Preparation Menu (Preparation -> Student Particulars).

Preparation Menu



In the Student Particulars screen, click “Student Academic Result” button.

Student Particulars

Student Number: Student Name: Clear

Class: Rank*:

Class Number: Next Year Class:

Gender: ☐ Male ☐ Female Number of electives:

* The allocation order in 'Allocate subjects to students'

Student Number	Student Name	Gender	Class	Class Number	Next Year Class	Rank	Number of Electives
0000001094	CHAN XXX TING	F	3A			5	3
0000004869	KONG XXX PING	F	3A			13	3
0000005897	PAU XXX YIN	F	3A			23	3
0000008405	LEE XXX MING	M	3A			18	3
0000009275	WONG XXX TING	M	3A			28	3
0000009789	LAI XXX SUM	M	3A			14	3
0000009872	CHOW XXX WING	F	3B			39	3
0000012435	CHEUNG XXX WO	F	3C			67	3
0000013412	NG XXX MAN	M	3E			142	3
0000014535	IP XXX KIT	M	3A			12	3
0000021413	CHAN XXX TING	F	3D			95	3

Total no. of Students:

User: sa Database: C:\EDB\SOP\Training\Main.accde

The Student Academic Result screen appears on the screen.

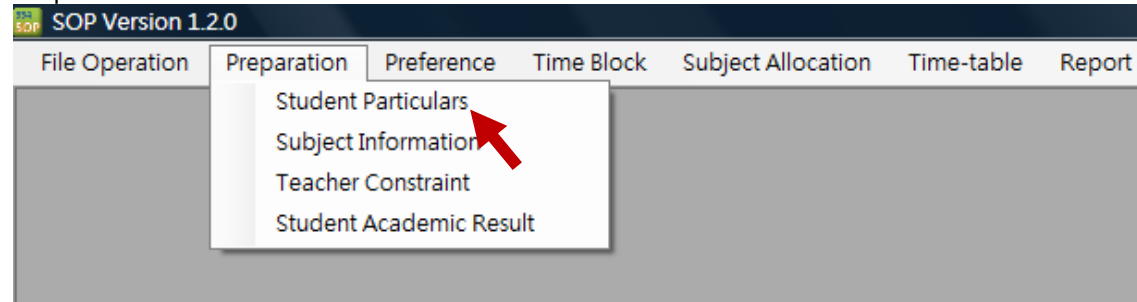
	Student Number	Name	Class	Class Number	Chinese	English	Mathematics
1	0000046436	CHAN XXX HO	3A		98	85	
2	0000146436	CHAN XXX HO	3A				
3	0000042632	CHAN XXX MAN	3A		78		
4	0000089328	CHAN XXX TAT	3A		86	85	
5	0000030957	CHAN XXX TING	3A		86		
6	0000001094	CHAN XXX TING	3A				
7	0000054686	CHAN XXX WAH	3A				85
8	0000046236	CHEUNG XXX WO	3A				
9	0000023582	CHIU XXX MING	3A				
10	0000047689	CHOW XXX WING	3A				
11	0000067829	HO XXX HEI	3A				
12	0000046729	HO XXX LUNG	3A				
13	0000014535	IP XXX KIT	3A				
14	0000004869	KONG XXX PING	3A				
15	0000009789	LAI XXX SUM	3A				
16	0000098734	LAW XXX	3A				
17	0000008405	LEE XXX MING	3A				
18	0000086973	LEE XXX SZE	3A				
19	0000043987	LEE XXX YIP	3A				
20	0000032897	LI XXX YIP	3A				

User: sa Database: C:\EDB\SOP\Training\Main.accde

7.1.6 How to import

User can import data from Excel or CSV file. Click Preparation Menu (Preparation -> Student Particulars).

Preparation Menu



In the Student Particulars screen, click "Import From File" button.

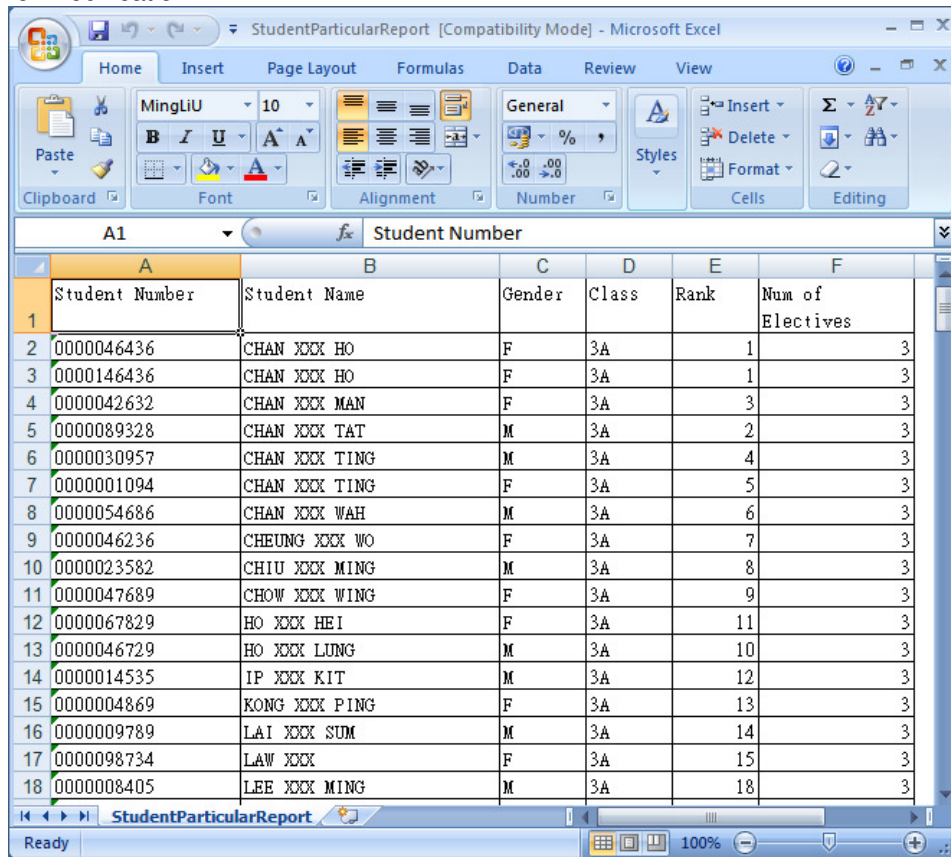
* The allocation order in 'Allocate subjects to students'

Student Number	Student Name	Gender	Class	Class Number	Next Year Class	Rank	Number of Electives
0000001094	CHAN XXX TING	F	3A			5	3
0000004869	KONG XXX PING	F	3A			13	3
0000005897	PAU XXX YIN	F	3A			23	3
0000008405	LEE XXX MING	M	3A			18	3
0000009275	WONG XXX TING	M	3A			28	3
0000009789	LAI XXX SUM	M	3A			14	3
0000009872	CHOW XXX WING	F	3B			39	3
0000012435	CHEUNG XXX WO	F	3C			67	3
0000013412	NG XXX MAN	M	3E			142	3
0000014535	IP XXX KIT	M	3A			12	3
0000021413	CHAN XXX TING	F	3D			95	3

Total no. of Students: 200

User: sa Database: C:\EDB\SOP\Training\Main.accde

Below is a sample Excel file. User may also use Export function to export existing data to an Excel file for modification.



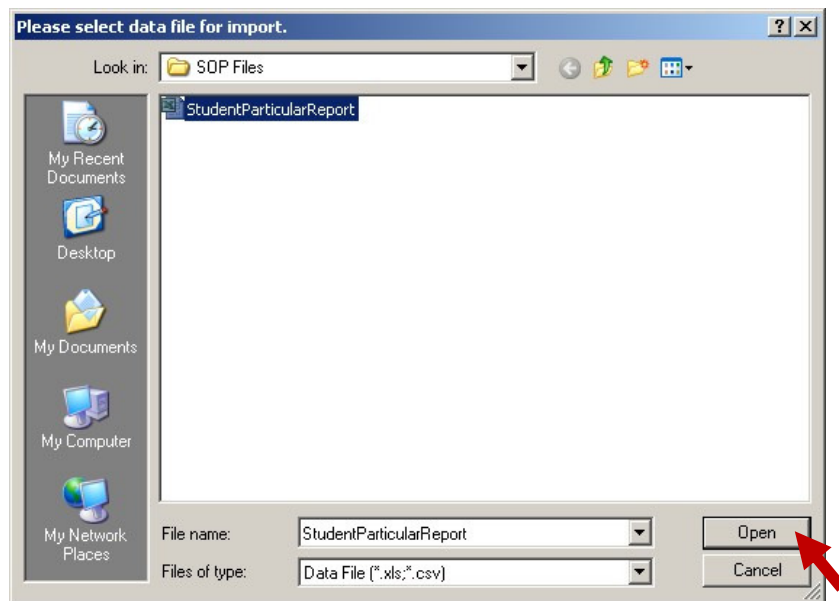
The screenshot shows a Microsoft Excel window titled "StudentParticularReport [Compatibility Mode] - Microsoft Excel". The ribbon includes Home, Insert, Page Layout, Formulas, Data, Review, and View. The active cell is A1, which contains the formula "Student Number". The data table is as follows:

	A	B	C	D	E	F
	Student Number	Student Name	Gender	Class	Rank	Num of Electives
1						
2	0000046436	CHAN XXX HO	F	3A	1	3
3	0000146436	CHAN XXX HO	F	3A	1	3
4	0000042632	CHAN XXX MAN	F	3A	3	3
5	0000089328	CHAN XXX TAT	M	3A	2	3
6	0000030957	CHAN XXX TING	M	3A	4	3
7	0000001094	CHAN XXX TING	F	3A	5	3
8	0000054686	CHAN XXX WAH	M	3A	6	3
9	0000046236	CHEUNG XXX WO	F	3A	7	3
10	0000023582	CHIU XXX MING	M	3A	8	3
11	0000047689	CHOW XXX WING	F	3A	9	3
12	0000067829	HO XXX HEI	F	3A	11	3
13	0000046729	HO XXX LUNG	M	3A	10	3
14	0000014535	IP XXX KIT	M	3A	12	3
15	0000004869	KONG XXX PING	F	3A	13	3
16	0000009789	LAI XXX SUM	M	3A	14	3
17	0000098734	LAW XXX	F	3A	15	3
18	0000008405	LEE XXX MING	M	3A	18	3

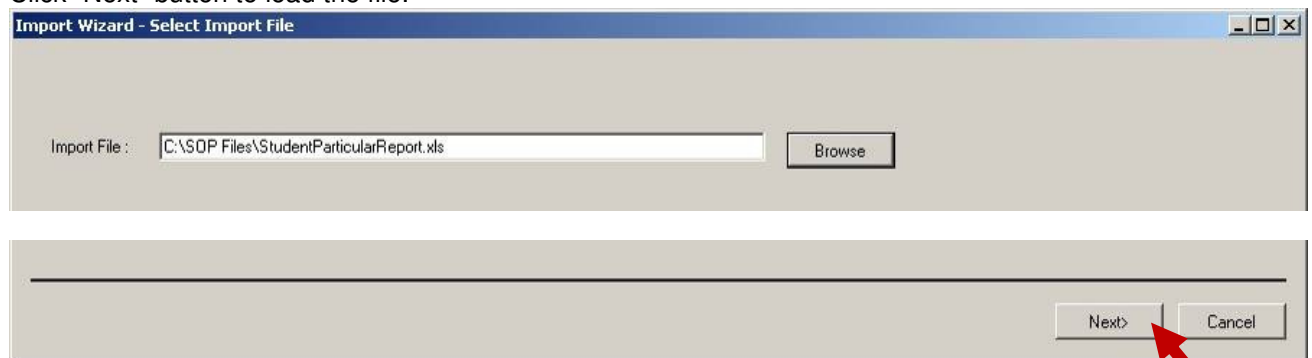
Click "Browse" button to choose a file to import.



Select the file for import and click “Open”.



Click “Next” button to load the file.



Upper window shows the mapping of imported fields, and the lower window shows the preview of imported data. Click "Validate" button if the field mapping is filled in.

Import Wizard - Select Import Field

Select Field Mapping :

Table Fields	Import Fields
Student Number	Student Number
Student Name	Student Name
Gender	Gender
Class	Class
Class Number	Class Number

Preview Data :

Student Number	Student Name	Gender	Class	Class Number	Next Year Class	Rank	Num of Electives
0000046436	CHAN XXX HO	F	3A			1	3
0000146436	CHAN XXX HO	F	3A			1	3
0000042632	CHAN XXX MAN	F	3A			3	3
0000089328	CHAN XXX TAT	M	3A			2	3
0000030957	CHAN XXX TING	M	3A			4	3
0000001094	CHAN XXX TING	F	3A			5	3
0000054686	CHAN XXX WAH	M	3A			6	3
0000046236	CHEUNG XXX WO	F	3A			7	3
0000023582	CHIU XXX MING	M	3A			8	3
0000047699	CHIU XXX MING	F	3A			9	2

< Back Validate Cancel



When validation is finished, no message will be shown in “Error Message” column. Click “Import” button.

Import Wizard - Import Preview

Student Particulars

Error Message	Student Number	Student Name	Gender	Class	Class Number	Next Year Class	Rank	Num of Electives
	0000046436	CHAN XXX HO	F	3A			1	3
	0000146436	CHAN XXX HO	F	3A			1	3
	0000042632	CHAN XXX MAN	F	3A			3	3
	0000089328	CHAN XXX TAT	M	3A			2	3
	0000030957	CHAN XXX TING	M	3A			4	3
	0000001094	CHAN XXX TING	F	3A			5	3
	0000054686	CHAN XXX WAH	M	3A			6	3
	0000046236	CHEUNG XXX WOI	F	3A			7	3
	0000023582	CHIU XXX MING	M	3A			8	3
	0000047689	CHOW XXX WING	F	3A			9	3
	0000067829	HO XXX HEI	F	3A			11	3
	0000046729	HO XXX LUNG	M	3A			10	3
	0000014535	IP XXX KIT	M	3A			12	3
	0000004869	KONG XXX PING	F	3A			13	3
	0000009789	LAI XXX SUM	M	3A			14	3
	0000098734	LAW XXX	F	3A			15	3
	0000008405	LEE XXX MING	M	3A			18	3
	0000086973	LEE XXX SZE	F	3A			17	3
	0000043987	LEE XXX YIP	M	3A			16	3

< Back Import Cancel

Click “Yes” to confirm the import.

Confirmation

Are you confirm to import data?

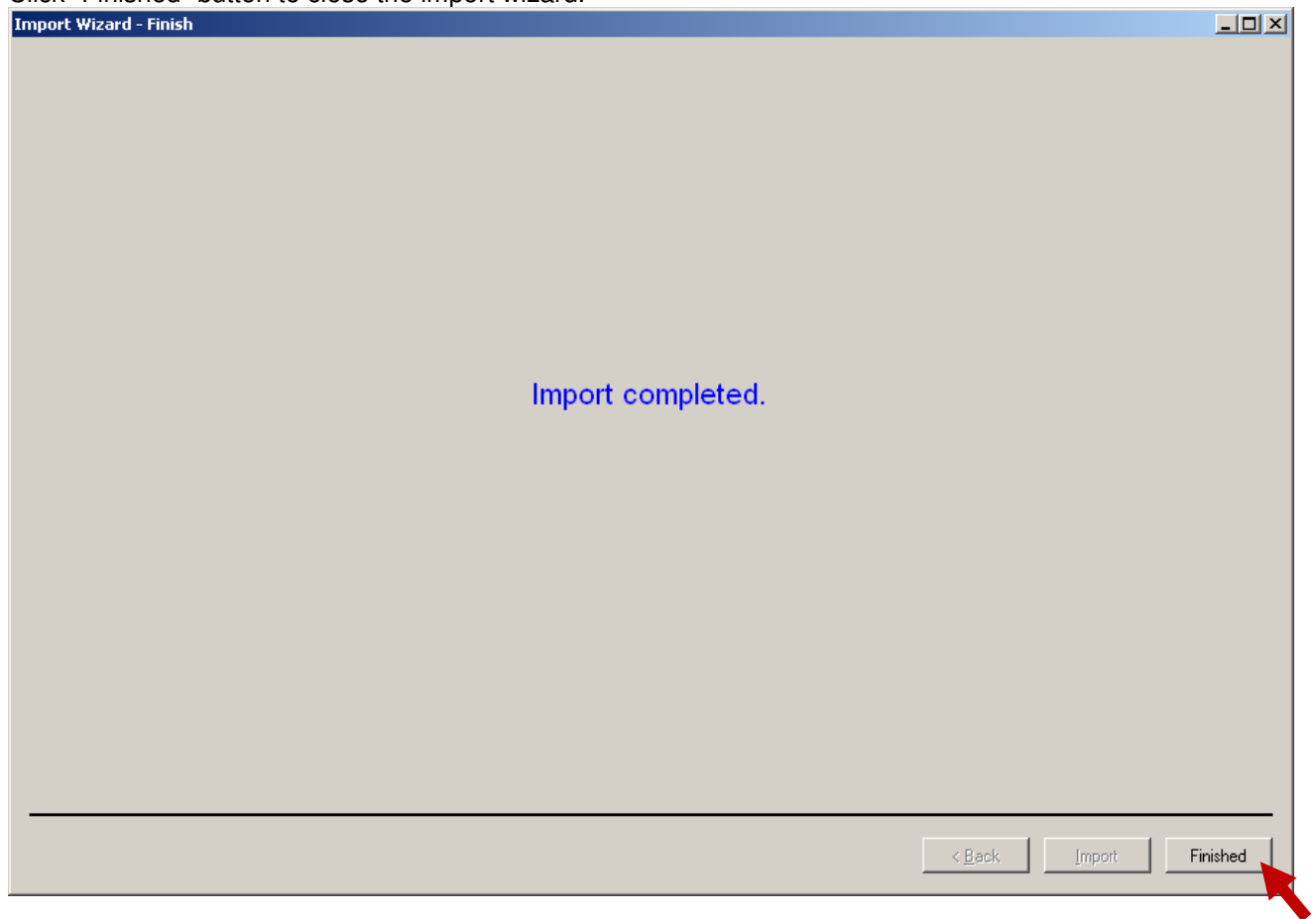
Yes No

Import is completed.

Import completed.

OK

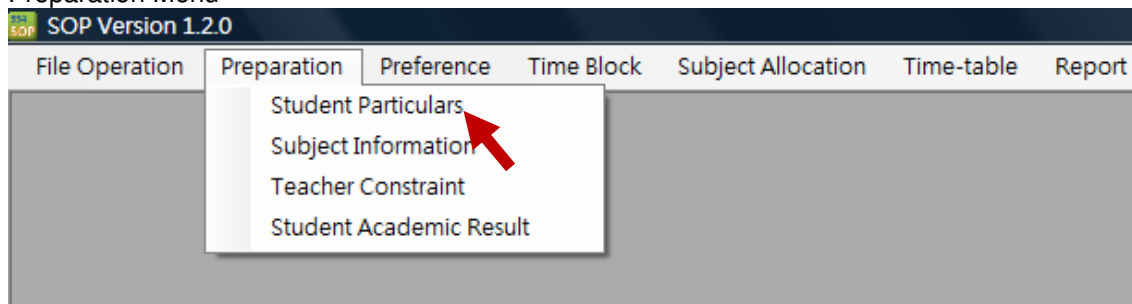
Click “Finished” button to close the import wizard.



7.1.7 How to export

User can export data to Excel/CSV file for further manipulation or export an empty file as a template for import later. Click Preparation Menu (Preparation -> Student Particulars).

Preparation Menu



In the Student Particulars screen, click “Export” button.

Student Particulars

Student Number: Student Name:

Class: Rank*:

Class Number: Next Year Class:

Gender: ☐ Male ☐ Female Number of electives:

* The allocation order in 'Allocate subjects to students'

Student Number	Student Name	Gender	Class	Class Number	Next Year Class	Rank	Number of Electives
0000001094	CHAN XXX TING	F	3A			5	3
0000004869	KONG XXX PING	F	3A			13	3
0000005897	PAU XXX YIN	F	3A			23	3
0000008405	LEE XXX MING	M	3A			18	3
0000009275	WONG XXX TING	M	3A			28	3
0000009789	LAI XXX SUM	M	3A			14	3
0000009872	CHOW XXX WING	F	3B			39	3
0000012435	CHEUNG XXX WO	F	3C			67	3
0000013412	NG XXX MAN	M	3E			142	3
0000014535	IP XXX KIT	M	3A			12	3
0000021413	CHAN XXX TING	F	3D			95	3

Total no. of Students:

User: sa Database: C:\EDB\SOP\Training\Main.accde

Select destination folder and input the file name, then click “Save”. (Or user can select CSV file format in “Save as type” before clicking “Save” button)

Save As

Save in:

File name:

Save as type:

Export is completed.

SOP

Export completed.

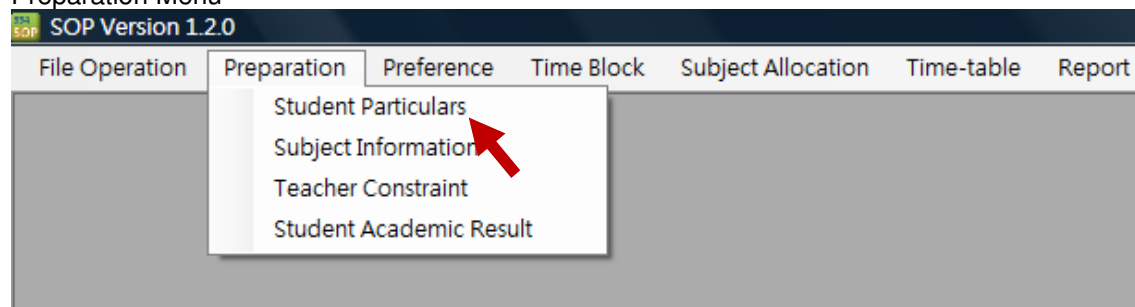
The sample exported file can be opened by Excel as follows:

	A	B	C	D	E	F	G	H
	Student Number	Student Name	Gender	Class	Class Number	Next Year Class	Rank	Num of Electives
1								
2	0000046436	CHAN XXX HO	F	3A			1	3
3	0000146436	CHAN XXX HO	F	3A			1	3
4	0000042632	CHAN XXX MAN	F	3A			3	3
5	0000089328	CHAN XXX TAT	M	3A			2	3
6	0000030957	CHAN XXX TING	M	3A			4	3
7	0000001094	CHAN XXX TING	F	3A			5	3
8	0000054686	CHAN XXX WAH	M	3A			6	3
9	0000046236	CHEUNG XXX WO	F	3A			7	3
10	0000023582	CHIU XXX MING	M	3A			8	3
11	0000047689	CHOW XXX WING	F	3A			9	3
12	0000067829	HO XXX HEI	F	3A			11	3
13	0000046729	HO XXX LUNG	M	3A			10	3
14	0000014535	IP XXX KIT	M	3A			12	3
15	0000004869	KONG XXX PING	F	3A			13	3
16	0000009789	LAI XXX SUM	M	3A			14	3
17	0000098734	LAW XXX	F	3A			15	3
18	0000008405	LEE XXX MING	M	3A			18	3
19	0000086973	LEE XXX SZE	F	3A			17	3
20	0000043987	LEE XXX YIP	M	3A			16	3
21	0000032897	LI XXX YIP	F	3A			19	3

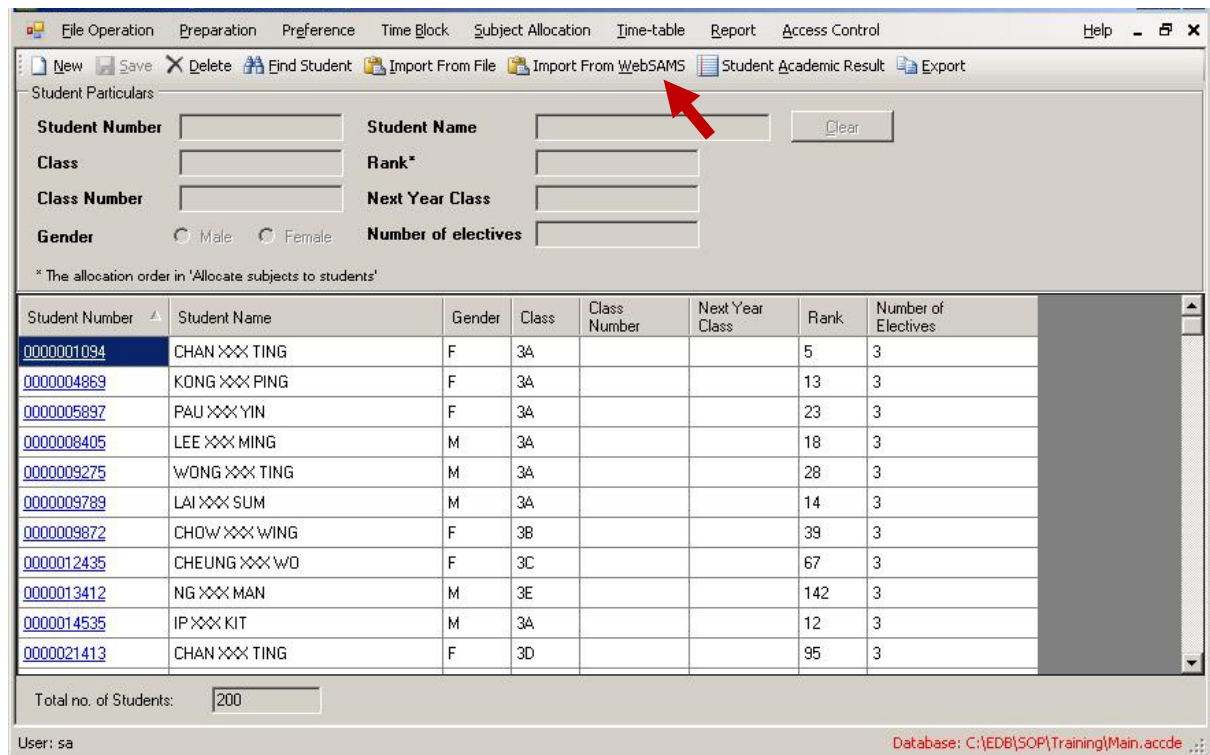
7.1.8 How to import student particulars from WebSAMS

User can import student particulars from WebSAMS by clicking Preparation Menu (Preparation -> Student Particulars).

Preparation Menu



Click “Import from WebSAMS” button.



The screenshot shows the main application window with the following menu items: File Operation, Preparation, Preference, Time Block, Subject Allocation, Time-table, Report, Access Control, and Help. The toolbar includes buttons for New, Save, Delete, Find Student, Import From File, Import From WebSAMS (highlighted with a red arrow), Student Academic Result, and Export.

Student Particulars:

Student Number: Student Name:

Class: Rank*:

Class Number: Next Year Class:

Gender: ☐ Male ☐ Female Number of electives:

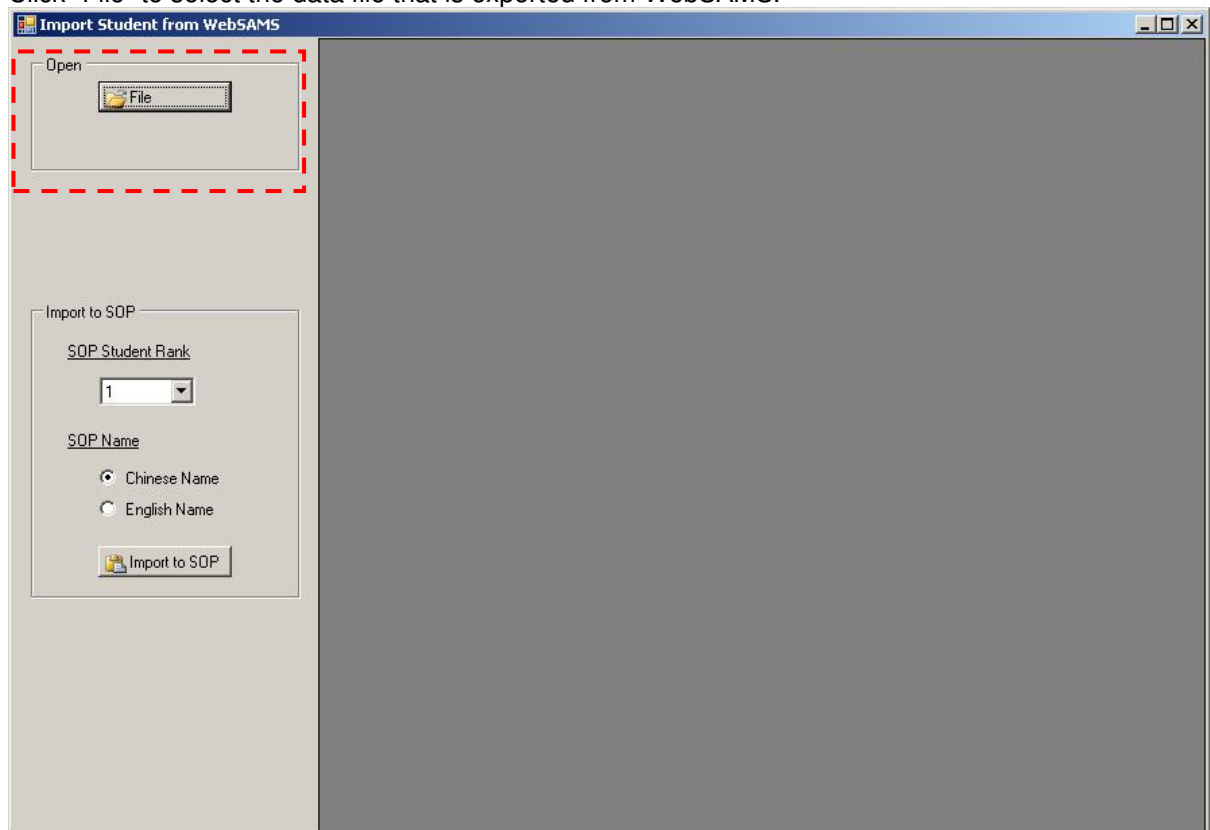
* The allocation order in 'Allocate subjects to students'

Student Number	Student Name	Gender	Class	Class Number	Next Year Class	Rank	Number of Electives
0000001094	CHAN XXX TING	F	3A			5	3
0000004869	KONG XXX PING	F	3A			13	3
0000005897	PAU XXX YIN	F	3A			23	3
0000008405	LEE XXX MING	M	3A			18	3
0000009275	WONG XXX TING	M	3A			28	3
0000009789	LAI XXX SUM	M	3A			14	3
0000009872	CHOW XXX WING	F	3B			39	3
0000012435	CHEUNG XXX WO	F	3C			67	3
0000013412	NG XXX MAN	M	3E			142	3
0000014535	IP XXX KIT	M	3A			12	3
0000021413	CHAN XXX TING	F	3D			95	3

Total no. of Students:

User: sa Database: C:\EDB\SOP\Training\Main.accde

Click “File” to select the data file that is exported from WebSAMS.

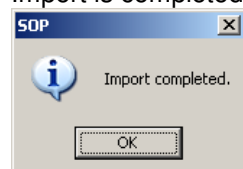


The screenshot shows the 'Import Student from WebSAMS' dialog box. The 'Open' section contains a 'File' button, which is highlighted with a red dashed box. Below this, the 'Import to SOP' section includes a dropdown for 'SOP Student Rank' (set to 1), radio buttons for 'Chinese Name' (selected) and 'English Name', and an 'Import to SOP' button.

The system will show the data to be imported to SOP on right hand side. Select the fields to be imported to SOP (Chinese Name/EnglishName, Student Rank) and click "Import to SOP" button if import of the data is confirmed.

RegNo	EngName	ChiName	Gender	ClassName	ClassNumber	NextYearClassName
#1999003	Chan BB DD	陳三九	F	3A	2	4A
#1999006	Chan BB EE	陳三十	M	3A	3	4A
#1999013	Chan BB FF	陳四文	F	3A	4	4A
#1999027	Chan AA AA	陳十日	M	3A	5	
#1999039	Chan BB GG	陳四二	M	3A	6	4A
#1999040	Chan BB HH	陳四三	F	3A	7	4A
#1999045	Chan BB II	陳四四	M	3A	8	4A
#1999051	Chan BB JJ	陳四五	F	3A	9	4A
#1999058	Chan BB KK	陳四六	F	3A	10	4A
#1999064	Chan BB LL	陳四七	F	3A	11	4A
#1999065	Chan BB MM	陳四八	F	3A	12	4A
#1999066	Chan BB OO	陳四九	F	3A	13	4A
#1999074	Chan BB PP	陳四十	M	3A	14	4A
#1999080	Chan BB QQ	陳五文	M	3A	15	4A
#1999086	Chan BB RR	陳五二	M	3A	16	4A
#1999088	Chan BB SS	陳五三	F	3A	17	4A
#1999098	Chan BB TT	陳五四	F	3A	18	4A
#1999102	Chan BB UU	陳五五	F	3A	19	4A
#1999114	Chan BB VV	陳五六	M	3A	20	
#1999168	Chan AA BB	陳一二	M	3A	21	4A
#1999170	Chan AA CC	陳一三	F	3A	22	4A
#1999171	Chan AA DD	陳一四	F	3A	23	4A
#1999175	Chan AA EE	陳一五	M	3A	24	4A
#1999182	Chan AA FF	陳一六	F	3A	25	4A
#1999184	Chan AA GG	陳一七	M	3A	26	4A
#1999188	Chan AA HH	陳一八	M	3A	27	4A
#1999190	Chan AA II	陳一九	M	3A	28	4A
#1999202	Chan AA JJ	陳一十	M	3A	29	4A

Import is completed.

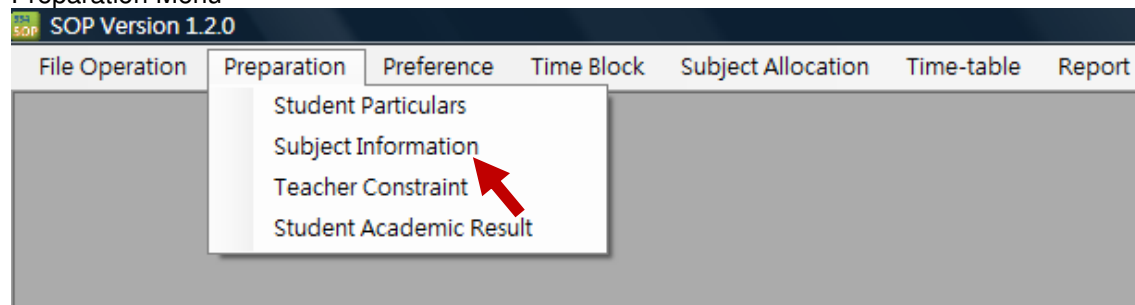


7.2 Subject Information

7.2.1 How to offer subjects

User can offer elective subjects by clicking Preparation Menu (Preparation -> Subject Information).

Preparation Menu



In the Subject Information screen, check the checkbox of the subject/MOI that will be offered, then click “Save” button.

Short Name	Subject	中文 - 粵語	English	中文 - 普通話	Other Language
生物	生物	☒	☐	☐	☐
化學	化學	☒	☐	☐	☐
物理	物理	☒	☐	☐	☐
物化	科學：組合科學 (物理及化學)	☐	☐	☐	☐
生化	科學：組合科學 (生物及化學)	☒	☒	☐	☐
物生	科學：組合科學 (物理及生物)	☐	☐	☐	☐
綜科	科學：綜合科學	☒	☐	☐	☐
文學	中國文學	☒	☐	☐	☐
英學	英語文學	☐	☐	☐	☐
中史	中國歷史	☐	☐	☐	☐
經濟	經濟	☒	☐	☐	☐
宗教	倫理與宗教	☐	☐	☐	☐
地理	地理	☒	☐	☐	☐
歷史	歷史	☐	☐	☐	☐
旅遊	旅遊與款待	☐	☐	☐	☐
企業	企業、會計與財務概論	☐	☐	☐	☐

Total number of record(s) 43 Total number of offered subject(s) 0

Edit (School-based subject only)

Short Name (1) Subject (1)

Short Name (2) Subject (2)

Short Name (3) Subject (3)

Short Name (9) Subject (9)

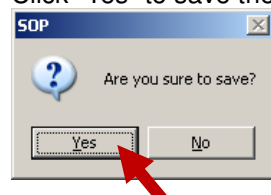
*MOI - 1=中文(粵語), 2=English, 3=中文(普通話), 9=其他

Science subject - setup join option of science subject making reference to the forbidden combination of science subjects

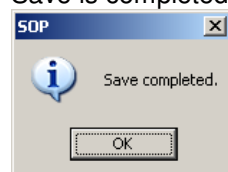
☐ Two Science Subjects - student could select two science subjects that school have offered with one option

User: sysadmin Database: C:\Documen

Click “Yes” to save the settings.



Save is completed.



Subject groups is/are related to subject(s) 生物.
Please remove the subjects by setting the no of classes to zero before unoffering it.

Remarks:

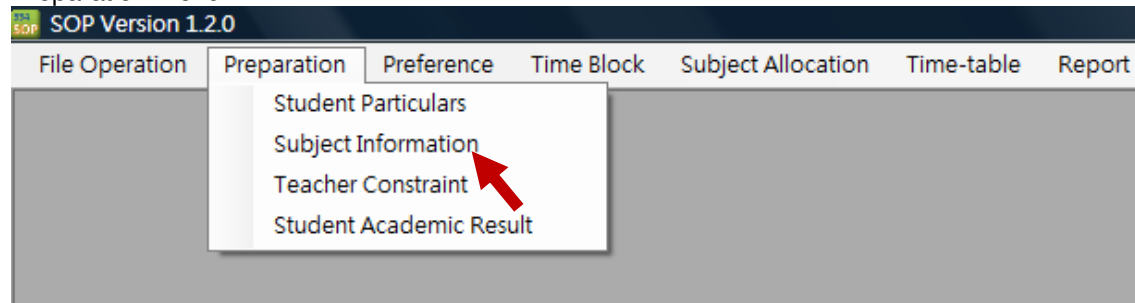


Validation: If the subject is already in the subject group setup, user cannot un-offer it and the above message will be popped up. For details of subject group setup, please refer to Section 9.1.1 ‘How to setup subject group’.

7.2.2 How to edit subject information

User can edit subject name by clicking Preparation Menu (Preparation -> Subject Information).

Preparation Menu



In the Subject Information screen, double click a subject name.

Short Name	Subject	中文 - 粵語	English	中文 - 普通話	Other Language
生物	生物	☒	☐	☐	☐
化學	化學	☒	☐	☐	☐
物理	物理	☒	☐	☐	☐
物化	科學：組合科學 (物理及化學)	☐	☐	☐	☐
生化	科學：組合科學 (生物及化學)	☒	☒	☐	☐
物生	科學：組合科學 (物理及生物)	☐	☒	☐	☐
綜科	科學：綜合科學	☒	☐	☐	☐
文學	中國文學	☒	☐	☐	☐
英學	英語文學	☐	☐	☐	☐
中史	中國歷史	☐	☐	☐	☐
經濟	經濟	☒	☐	☐	☐
宗教	倫理與宗教	☐	☐	☐	☐
地理	地理	☒	☐	☐	☐
歷史	歷史	☐	☐	☐	☐
旅遊	旅遊與款待	☐	☐	☐	☐
企業	企業、會計與財務概論	☐	☐	☐	☐

Total number of record(s) 43 Total number of offered subject(s) 0

Edit (School-based subject only)

Short Name (1)		Subject (1)	
Short Name (2)		Subject (2)	
Short Name (3)		Subject (3)	
Short Name (9)		Subject (9)	

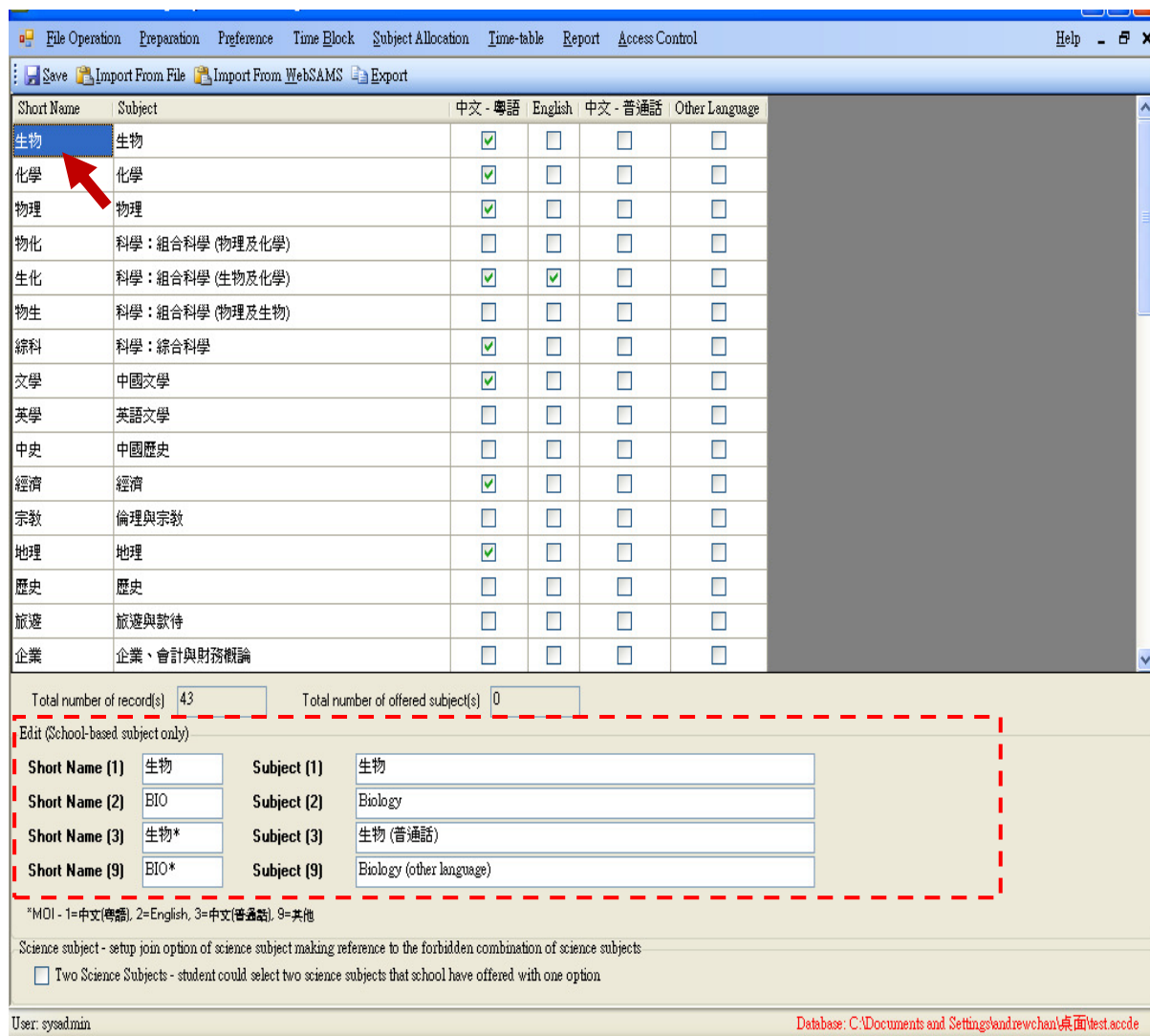
*MOI - 1=中文(粵語), 2=English, 3=中文(普通話), 9=其他

Science subject - setup join option of science subject making reference to the forbidden combination of science subjects

☐ Two Science Subjects - student could select two science subjects that school have offered with one option

User: sysadmin Database: C:\Documents and Settings\andrewchan\桌面\test.accede

User can update the subject information that is shown on the lower portion of the screen. Click “Save” button when the update is finished.



The screenshot shows the SOP interface with a menu bar (File Operation, Preparation, Preference, Time Block, Subject Allocation, Time-table, Report, Access Control) and a toolbar (Save, Import From File, Import From WebSAMS, Export). A table lists subjects with columns for Short Name, Subject, and language options (Chinese - Cantonese, English, Chinese - Mandarin, Other Language). A red arrow points to the '生物' (Biology) row. Below the table, a form titled 'Edit (School-based subject only)' allows editing subject details. The form includes fields for Short Name and Subject for four different language options (1, 2, 3, 9). A red dashed box highlights this form. Below the form, there is a note about MOI language codes and a checkbox for 'Two Science Subjects'.

Short Name	Subject	中文 - 粵語	English	中文 - 普通話	Other Language
生物	生物	☒	☐	☐	☐
化學	化學	☒	☐	☐	☐
物理	物理	☒	☐	☐	☐
物化	科學：組合科學 (物理及化學)	☐	☐	☐	☐
生化	科學：組合科學 (生物及化學)	☒	☒	☐	☐
物生	科學：組合科學 (物理及生物)	☐	☐	☐	☐
綜科	科學：綜合科學	☒	☐	☐	☐
文學	中國文學	☒	☐	☐	☐
英學	英語文學	☐	☐	☐	☐
中史	中國歷史	☐	☐	☐	☐
經濟	經濟	☒	☐	☐	☐
宗教	倫理與宗教	☐	☐	☐	☐
地理	地理	☒	☐	☐	☐
歷史	歷史	☐	☐	☐	☐
旅遊	旅遊與款待	☐	☐	☐	☐
企業	企業、會計與財務概論	☐	☐	☐	☐

Total number of record(s) 43 Total number of offered subject(s) 0

Edit (School-based subject only)

Short Name (1)	生物	Subject (1)	生物
Short Name (2)	BIO	Subject (2)	Biology
Short Name (3)	生物*	Subject (3)	生物 (普通話)
Short Name (9)	BIO*	Subject (9)	Biology (other language)

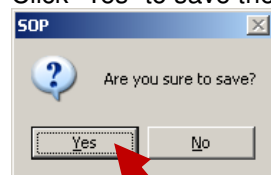
*MOI - 1=中文(粵語), 2=English, 3=中文(普通話), 9=其他

Science subject - setup join option of science subject making reference to the forbidden combination of science subjects

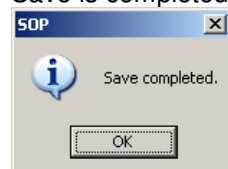
☐ Two Science Subjects - student could select two science subjects that school have offered with one option

User: sysadmin Database: C:\Documents and Settings\andrewchan\桌面\test.acode

Click “Yes” to save the settings.



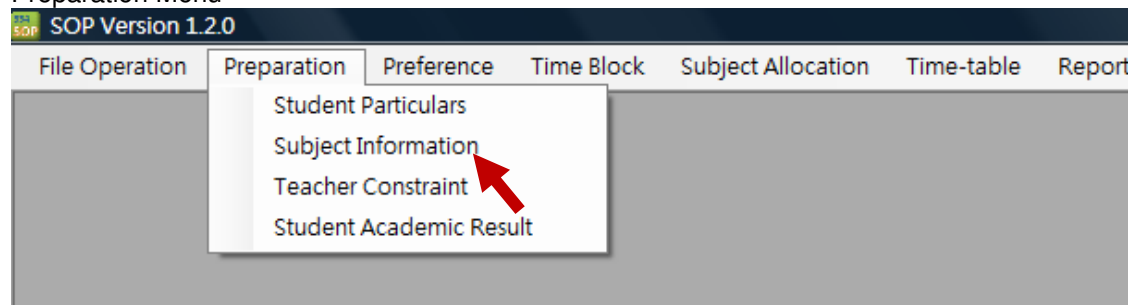
Save is completed.



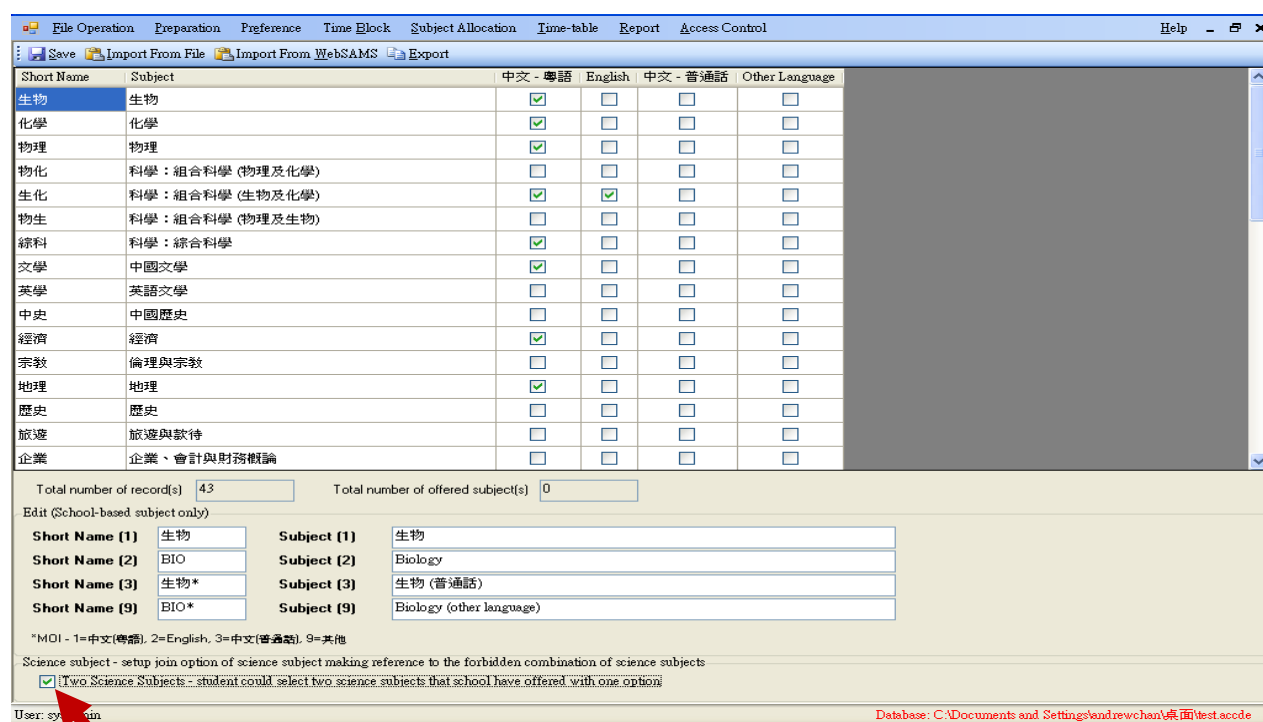
7.2.3 How to offer two science subjects as one option

User can offer two science subjects by clicking Preparation Menu (Preparation -> Subject Information).

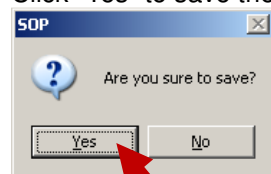
Preparation Menu



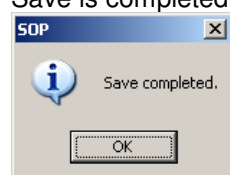
In the Subject Information screen, check the two science subjects checkbox to provide two science subjects to students (on the bottom of the screen), and then click “Save” button.



Click “Yes” to save the settings.



Save is completed.



Remarks:

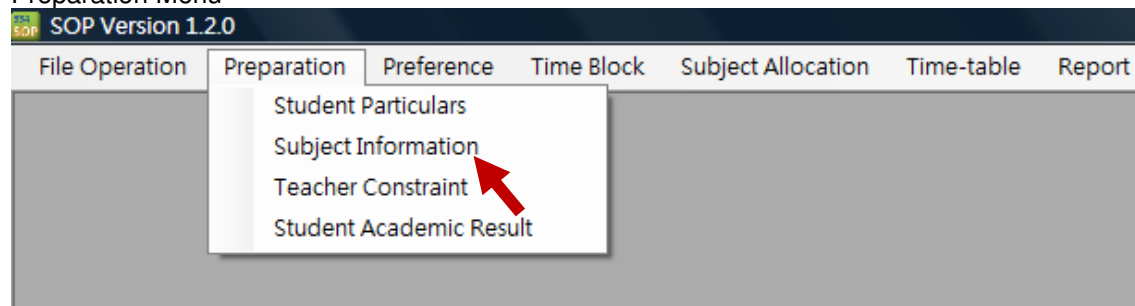
- ☒ Two Science Subject - student could select two science subjects that school have offered with one option

[✓ Two Science Subjects – students can select two science subjects that the school has offered with one option]

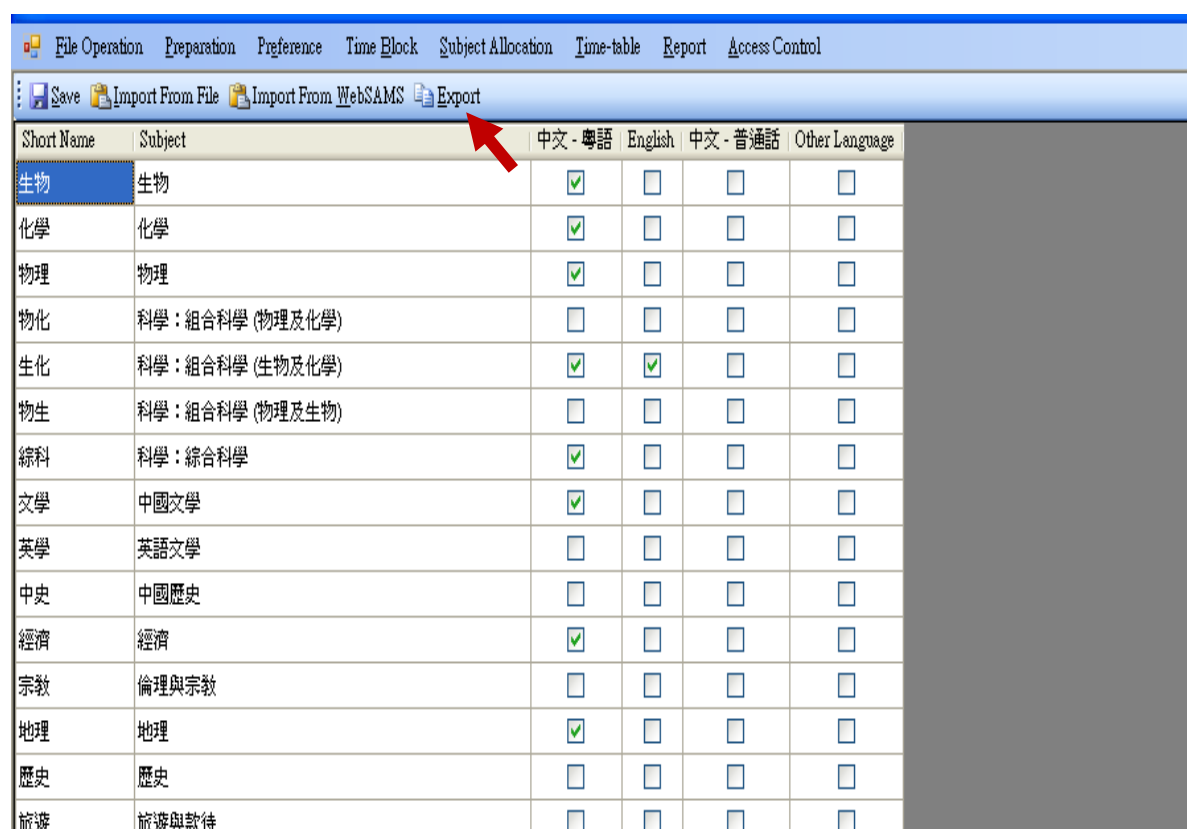
Two Science Subjects: when “Two Science Subjects” is checked, a student can select two science subjects as one option.

7.2.4 How to export subject information

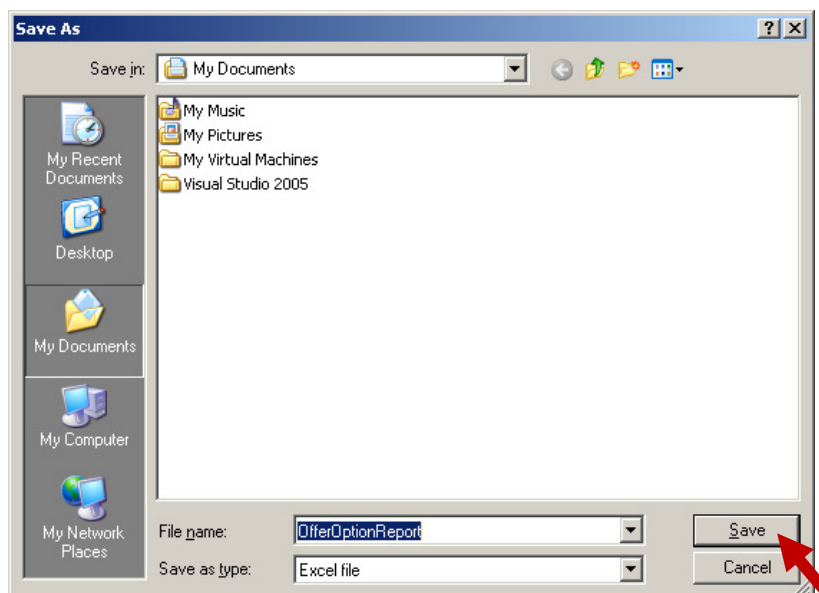
User can export data to Excel/CSV file for further manipulation or export an empty file as a template for import later by clicking Preparation Menu (Preparation -> Subject Information).

Preparation Menu

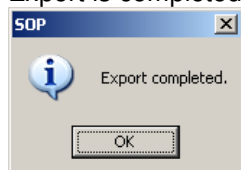
In the Subject Information screen, click “Export” button.



Select destination folder and input the file name, then click “Save”. (Or you can select CSV file format in “Save as type” before clicking “Save” button)



Export is completed.



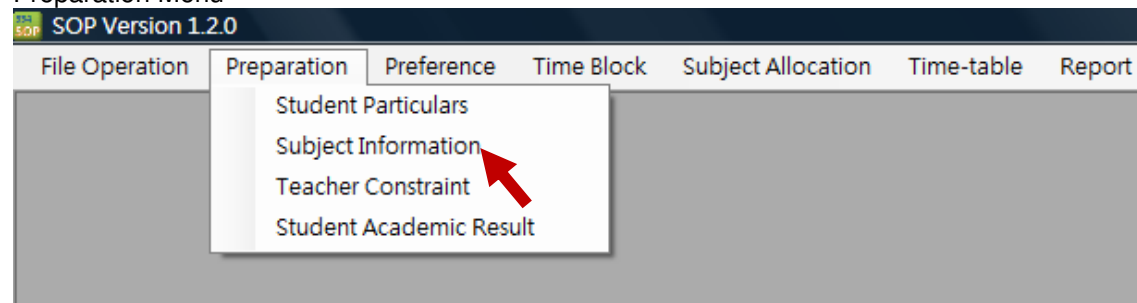
The sample exported file can be opened by Excel as follows:

Elective Subject Code			
A	B	C	D
Elective Subject Code	Short Name	Description	MOI
1 BAFS1	企業	企業、會計與財務概論	1
2 BAFS2	BAFS	Business, Accounting and Financial Studies	2
3 BAFS3	企業*	企業、會計與財務概論 (普通話)	3
4 BAFS9	BAFS*	Business, Accounting and Financial Studies (other language)	9
5			
6 BI01	生物	生物	1
7 BI02	BIO	Biology	2
8 BI03	生物*	生物 (普通話)	3
9 BI09	BIO*	Biology (other language)	9
10 C&B1	生化	科學：組合科學 (生物及化學)	1
11 C&B2	C&B	Science: Combined Science (Biology and Chemistry)	2
12 C&B3	生化*	科學：組合科學 (生物及化學) (普通話)	3
13 C&B9	C&B*	Science: Combined Science (Biology and Chemistry) (other language)	9
14 CHEM1	化學	化學	1
15 CHEM2	CHEM	Chemistry	2

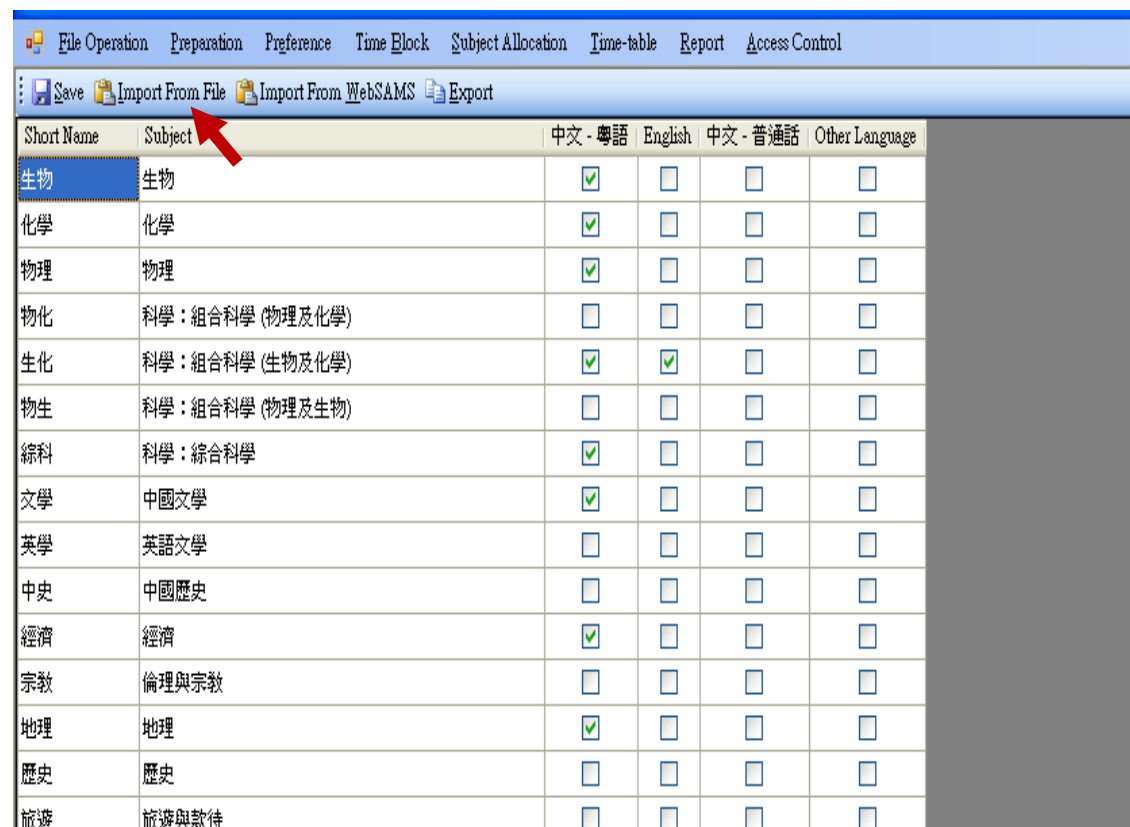
7.2.5 How to import subject information

User can import data from Excel or CSV file by clicking Preparation Menu (Preparation -> Subject Information).

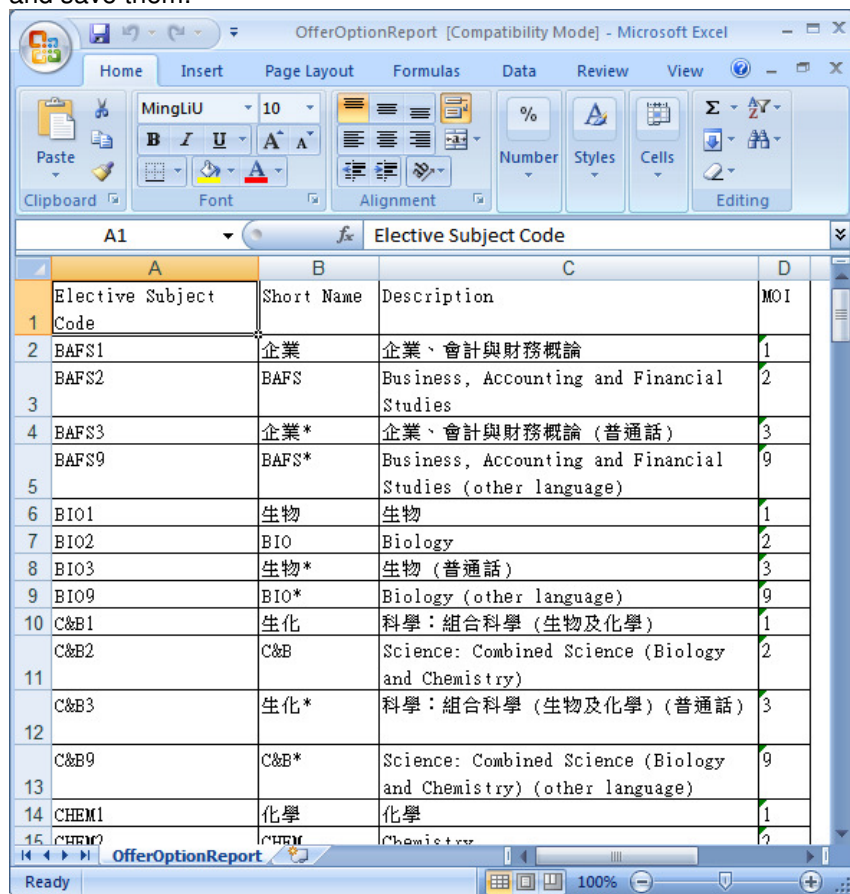
Preparation Menu



In the Subject Information screen, click “Import From File” button.



Below is a sample exported file opened by Excel. User can modify Short Name and Description fields and save them.

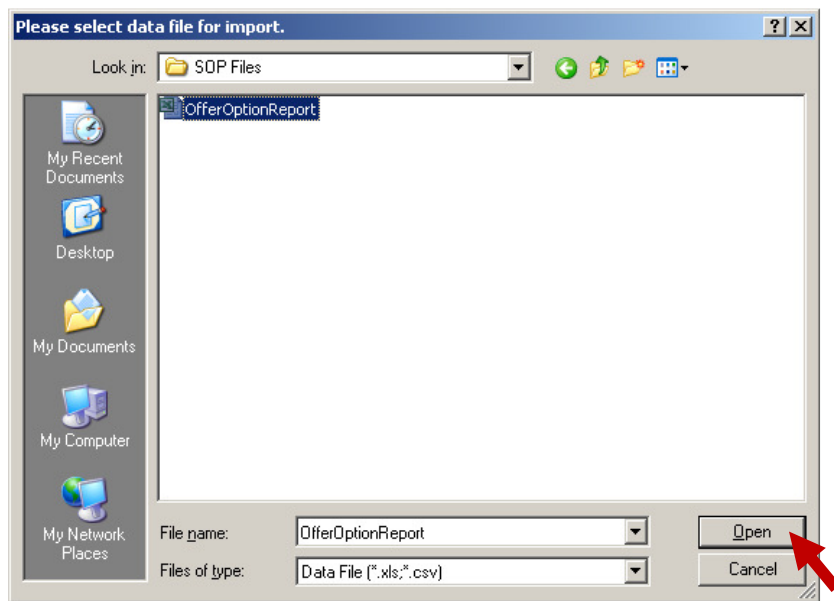


	A	B	C	D
	Elective Subject Code	Short Name	Description	MOI
1	BAFS1	企業	企業、會計與財務概論	1
2	BAFS2	BAFS	Business, Accounting and Financial Studies	2
3	BAFS3	企業*	企業、會計與財務概論 (普通話)	3
4	BAFS9	BAFS*	Business, Accounting and Financial Studies (other language)	9
5	BI01	生物	生物	1
6	BI02	BIO	Biology	2
7	BI03	生物*	生物 (普通話)	3
8	BI09	BIO*	Biology (other language)	9
9	C&B1	生化	科學：組合科學 (生物及化學)	1
10	C&B2	C&B	Science: Combined Science (Biology and Chemistry)	2
11	C&B3	生化*	科學：組合科學 (生物及化學) (普通話)	3
12	C&B9	C&B*	Science: Combined Science (Biology and Chemistry) (other language)	9
13	CHEM1	化學	化學	1
14	CHEM2	CHEM	Chemistry	2

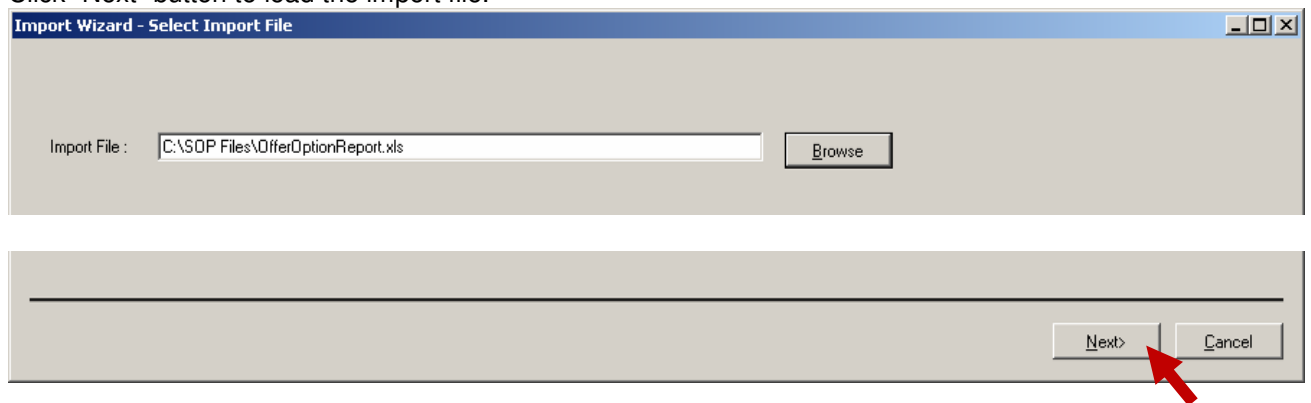
Click "Browse" button to choose the modified file to import.



Select a file for import and click “Open”.



Click “Next” button to load the import file.



The upper window shows the mapping of import field, and the lower window shows the preview of import data. Click “Validate” button for the next step if the mapping is filled in.

Import Wizard - Select Import Field

Select Field Mapping :

Table Fields	Import Fields
Elective Subject Code	Elective Subject Code
Short Name	Short Name
Description	Description

Preview Data :

Elective Subject Code	Short Name	Description	MOI
BAFS1	企業	企業、會計與...	1
BAFS2	BAFS	Business, Accou...	2
BAFS3	企業*	企業、會計與...	3
BAFS9	BAFS*	Business, Accou...	9
BIO1	生物	生物	1
BIO2	BIO	Biology	2
BIO3	生物*	生物 (普通話)	3
BIO9	BIO*	Biology (other lan...	9
C&B1	生化	科學：組合科...	1

< Back Validate Cancel

When validation is finished, no message will be shown in “Error Message” column. Click “Import” button.

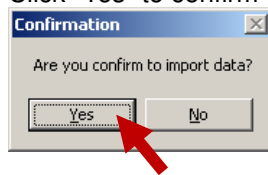
Import Wizard - Import Preview

Offer Option

Error Message	Elective Subject Code	Short Name	Description	MOI
	BAFS1	企業	企業、會計與財務概論	1
	BAFS2	BAFS	Business, Accounting and Financial Studies	2
	BAFS3	企業*	企業、會計與財務概論 (普通話)	3
	BAFS9	BAFS*	Business, Accounting and Financial Studies (other language)	9
	BIO1	生物	生物	1
	BIO2	BIO	Biology	2
	BIO3	生物*	生物 (普通話)	3
	BIO9	BIO*	Biology (other language)	9
	C&B1	生化	科學：組合科學 (生物及化學)	1
	C&B2	C&B	Science: Combined Science (Biology and Chemistry)	2
	C&B3	生化*	科學：組合科學 (生物及化學) (普通話)	3
	C&B9	C&B*	Science: Combined Science (Biology and Chemistry) (other language)	9
	CHEM1	化學	化學	1
	CHEM2	CHEM	Chemistry	2
	CHEM3	化學*	化學 (普通話)	3
	CHEM9	CHEM*	Chemistry (other language)	9
	CHIS1	中央	中國歷史	1
	CHIS2	CHIS	Chinese History	2
	CHIS3	中史*	中國歷史 (普通話)	3

< Back Import Cancel

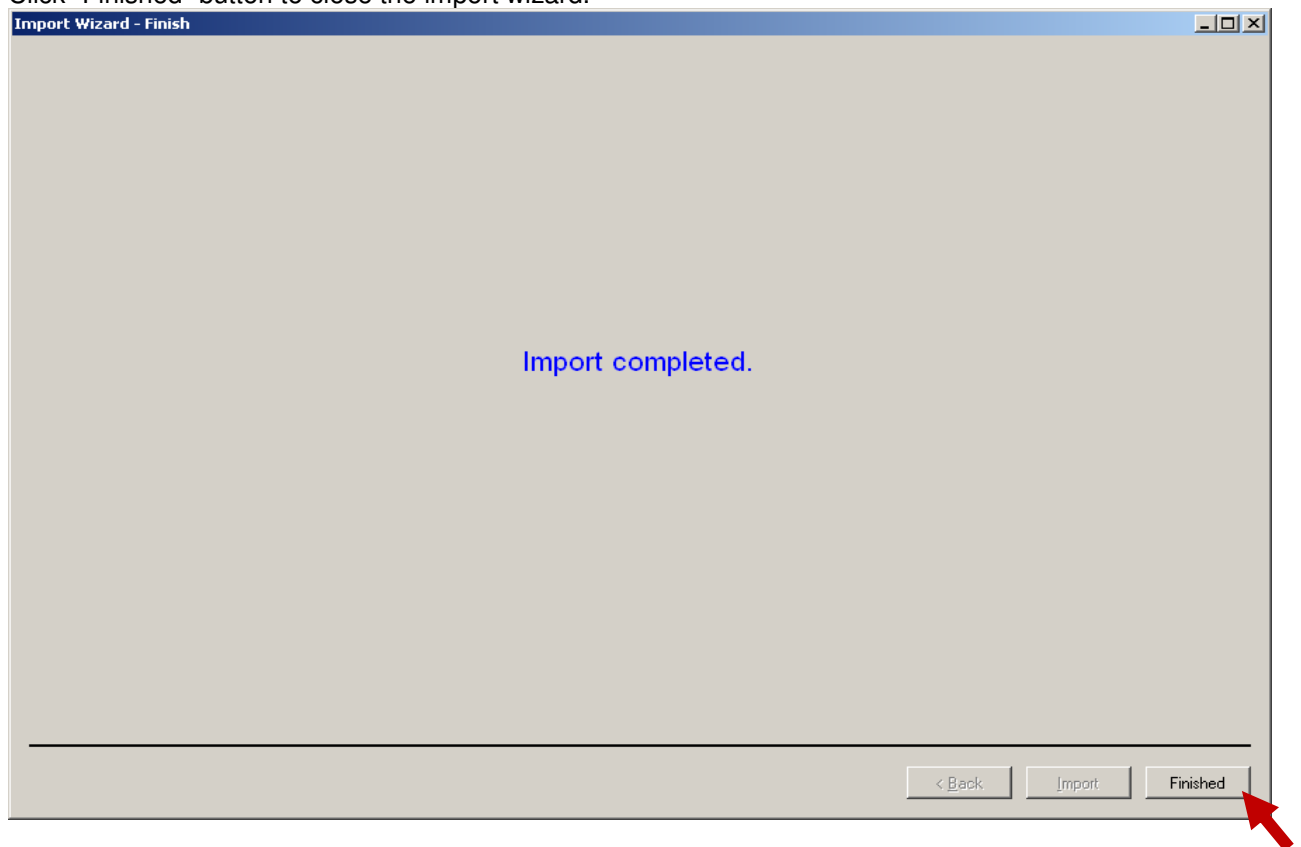
Click “Yes” to confirm the import.



Import is completed.



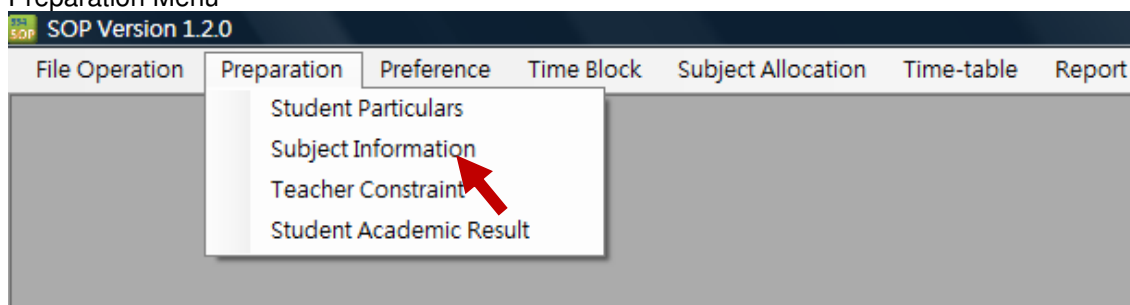
Click “Finished” button to close the import wizard.



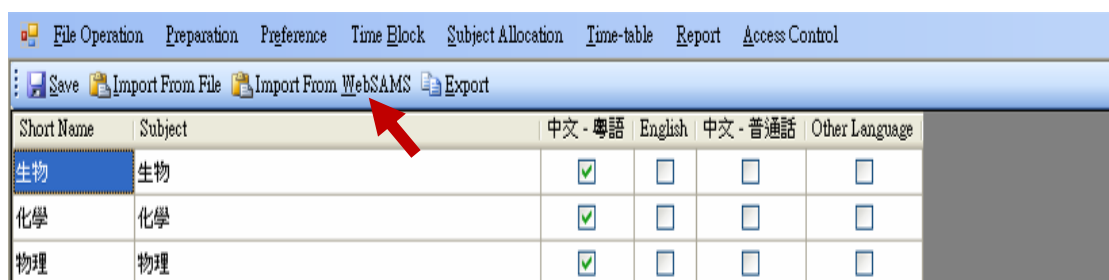
7.2.6 How to import subject information from WebSAMS

User can import subject information from WebSAMS by clicking Preparation Menu (Preparation -> Subject Information).

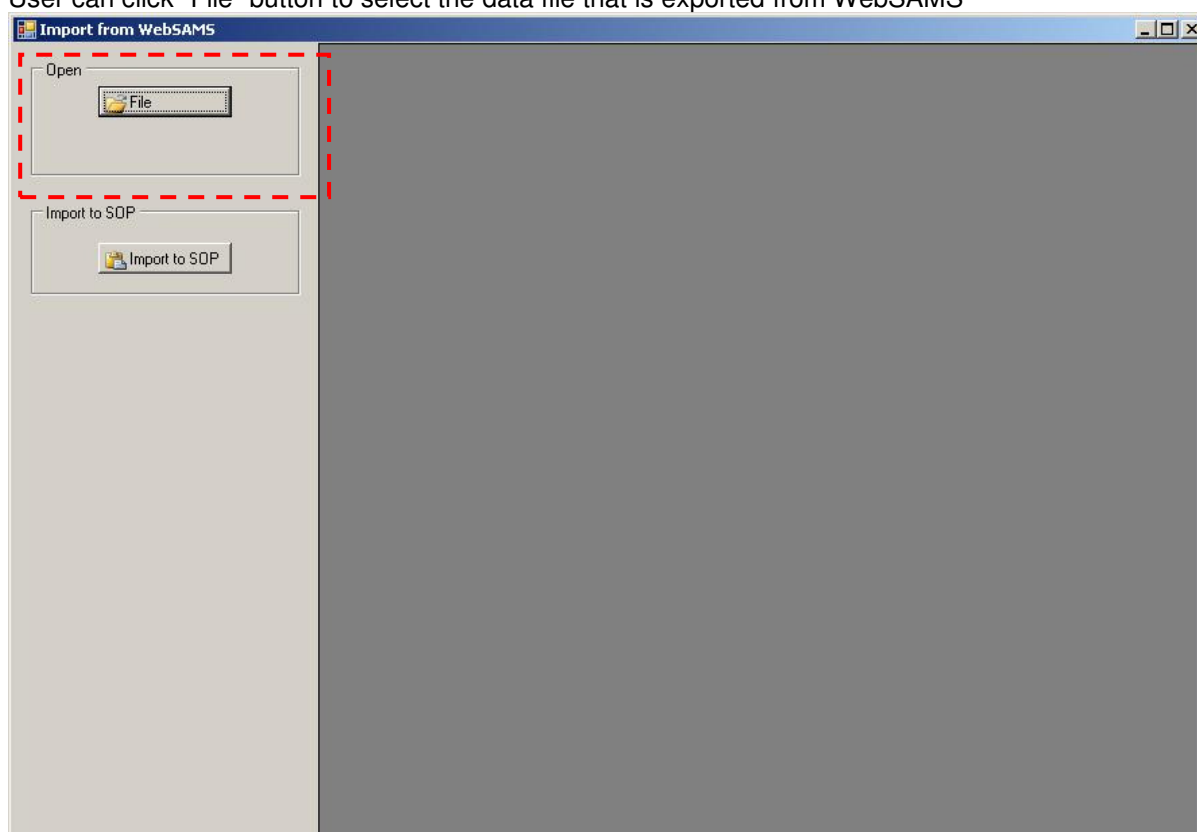
Preparation Menu



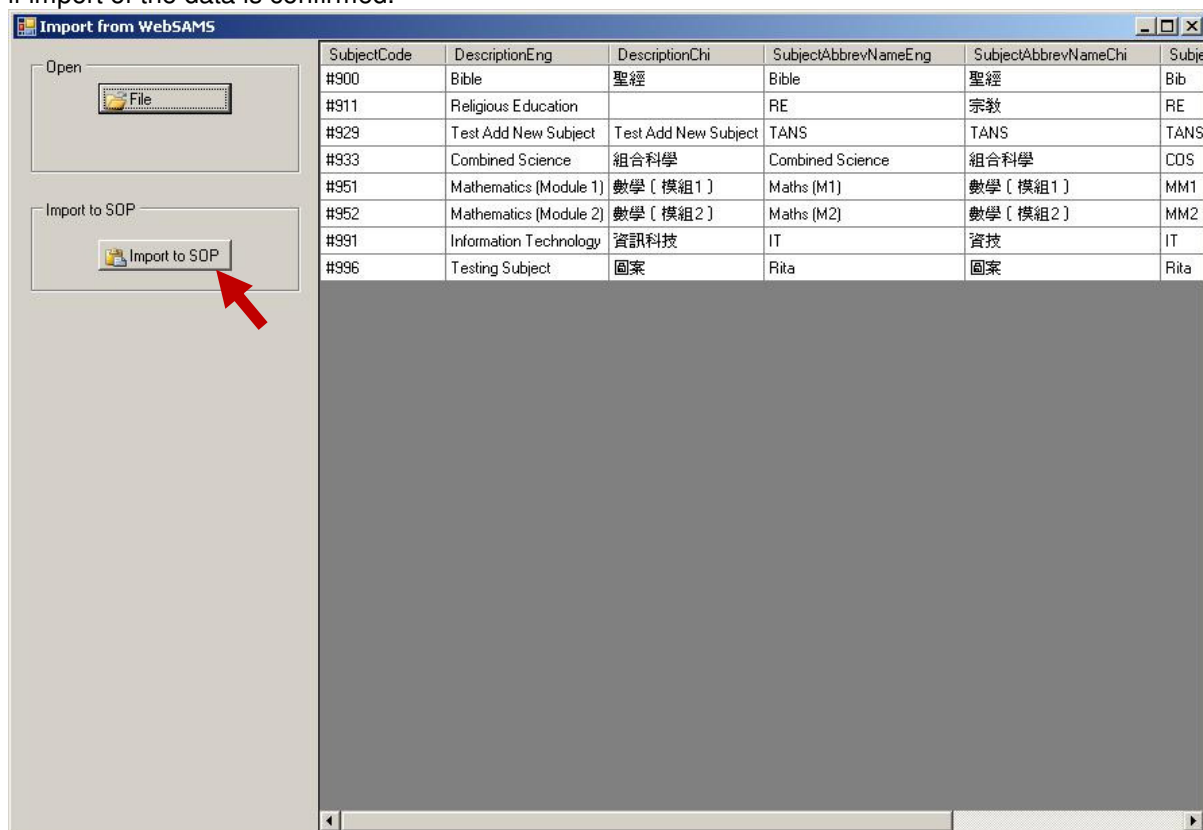
Click “Import from WebSAMS” button.



User can click “File” button to select the data file that is exported from WebSAMS



The system will show the data to be imported to SOP on right hand side. Click "Import to SOP" button if import of the data is confirmed.



Import is completed.

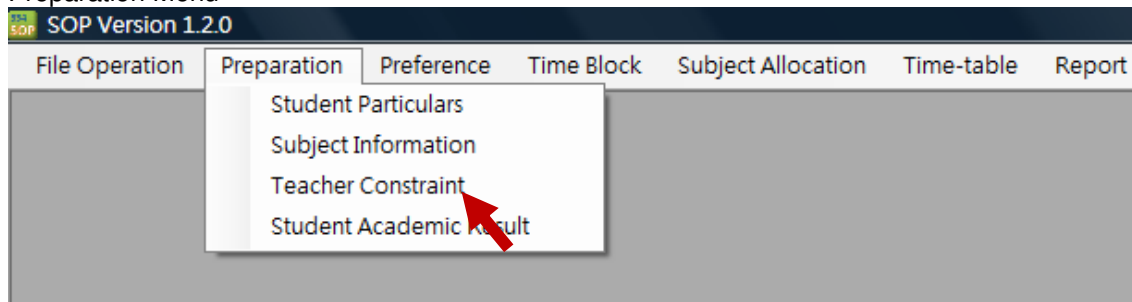


7.3 Teacher Constraint

7.3.1 How to add a teacher constraint

User can add a teacher constraint by clicking Preparation Menu (Preparation -> Teacher Constraint).

Preparation Menu



In the Teacher Constraint screen, click “New” button.

The screenshot shows the 'Teacher Constraint' window. The menu bar includes: File Operation, Preparation, Preference, Time Block, Subject Allocation, Time-table, Report, Access Control, and Help. The toolbar contains: New, Save, Delete, Find Teacher, Import From File, Import From WebSAMS, and Export. The 'New' button is highlighted with a red arrow. Below the toolbar, there are input fields for 'Teacher Number' and 'Teacher Name', and a 'Clear' button. A large grey area occupies the middle of the window. At the bottom, there is a table with the following data:

Teacher Number	Teacher Name	Short Name	Subject	MOI
00000011	CHAN TAI MAN	生物	生物	1
		化學	化學	1

Enter Teacher Number, Teacher Name and the subject(s) to be taught by the teacher, and then click “Save” button. The subjects to be taught by the same teacher will be separated in different time block during time block generation.

The screenshot shows the 'Teacher Constraint' window after some data has been entered. The 'Teacher Number' field contains '00000011' and the 'Teacher Name' field contains 'CHAN TAI MAN'. The 'Save' button is highlighted with a red arrow. A dashed red box encloses the 'Subject' selection area, which includes a table with the following data:

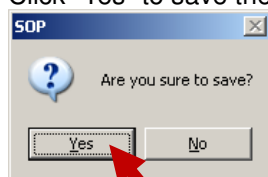
Short Name	Subject	MOI
生物	生物	1
化學	化學	1

Below this table, there is another table with the same data as in the first screenshot:

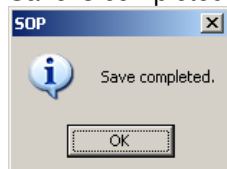
Teacher Number	Teacher Name	Short Name	Subject	MOI
00000011	CHAN TAI MAN	生物	生物	1
		化學	化學	1

At the bottom of the window, the status bar shows 'User: sysadmin' and 'Database: C:\Documents and Settings\andrewechan\桌面\test.acode'.

Click “Yes” to save the settings.



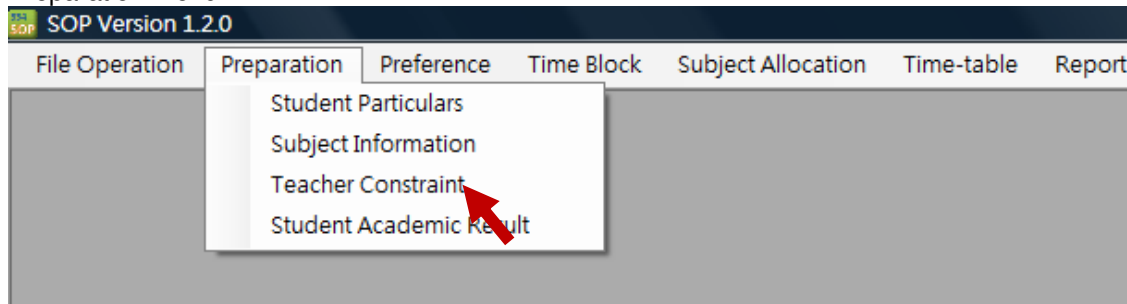
Save is completed.



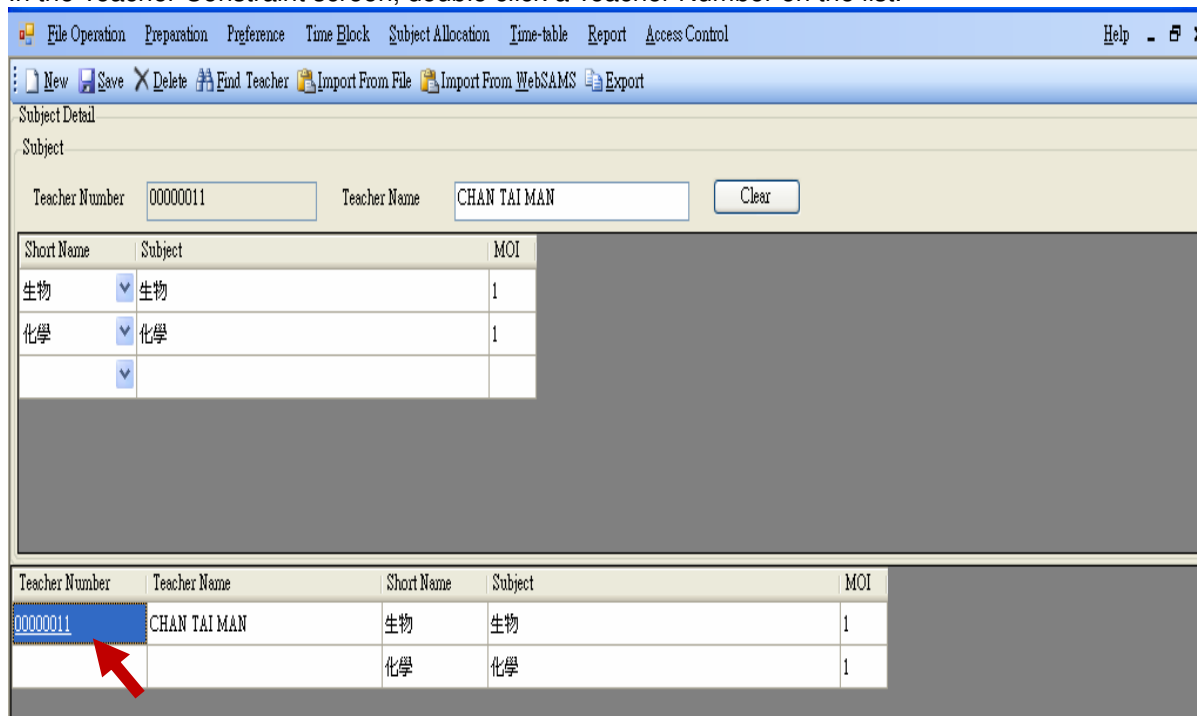
7.3.2 How to edit a teacher constraint

User can edit a teacher constraint by clicking Preparation Menu (Preparation -> Teacher Constraint).

Preparation Menu



In the Teacher Constraint screen, double click a Teacher Number on the list.



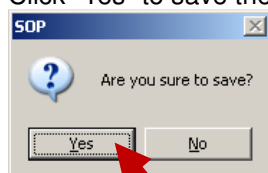
User can update Teacher Name and/or choose subjects for the teacher, and click “Save” button.

The screenshot shows the 'Subject Allocation' window with the 'Subject Detail' tab selected. The 'Subject' section is highlighted with a red dashed box. It contains a table with columns: Short Name, Subject, and MOI. The table has two rows: one for '生物' (Biology) and one for '化學' (Chemistry). The 'Teacher Number' is 00000011 and the 'Teacher Name' is AU XXX LING. A red arrow points to the 'Save' button in the menu bar.

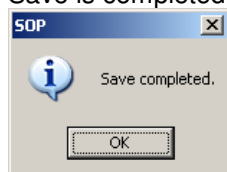
Short Name	Subject	MOI
生物	生物	1
化學	化學	1

Teacher Number	Teacher Name	Short Name	Subject	MOI
00000011	AU XXX LING	生物	生物	1
		化學	化學	1

Click “Yes” to save the settings.



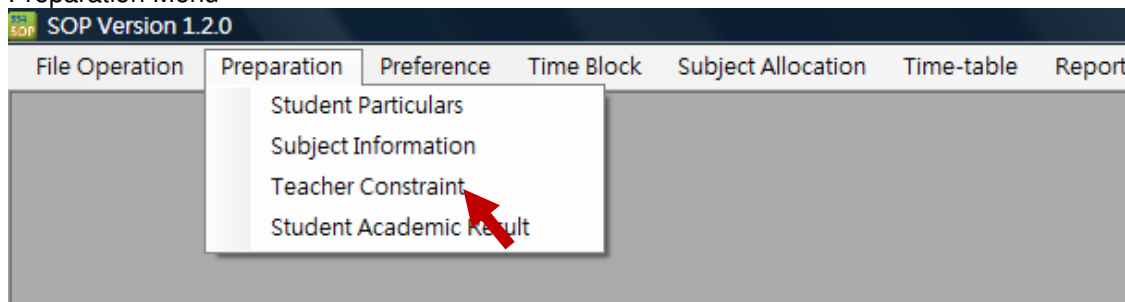
Save is completed.



7.3.3 How to delete a teacher constraint

User can delete a teacher constraint by clicking Preparation Menu (Preparation -> Teacher Constraint).

Preparation Menu



Double click a Teacher number in the Teacher Constraint screen, and then click 'Delete' button

The screenshot shows the 'Teacher Constraint' screen. At the top, there is a menu bar with options: File Operation, Preparation, Preference, Time Block, Subject Allocation, Time-table, Report, Access Control, and Help. Below the menu bar is a toolbar with icons for New, Save, Delete, Find Teacher, Import From File, Import From WebSAMS, and Export. The main area is titled 'Subject Detail' and 'Subject'. It contains two input fields: 'Teacher Number' with the value '00000011' and 'Teacher Name' with the value 'AU XXX LING'. A 'Clear' button is next to the 'Teacher Name' field. Below these fields is a table with three columns: Short Name, Subject, and MOI. The table has two rows: one with '生物' (Biology) and '1', and another with '化學' (Chemistry) and '1'. Below this table is another table with five columns: Teacher Number, Teacher Name, Short Name, Subject, and MOI. The first row of this table has the values '00000011', 'AU XXX LING', '生物', '生物', and '1'. A red arrow points to the 'Teacher Number' cell in this row. The second row of this table has the values '化學' and '化學'.

Short Name	Subject	MOI
生物	生物	1
化學	化學	1

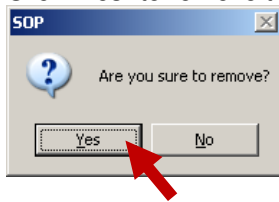
Teacher Number	Teacher Name	Short Name	Subject	MOI
00000011	AU XXX LING	生物	生物	1
		化學	化學	1

The screenshot shows the 'Teacher Constraint' screen. At the top, there is a menu bar with options: File Operation, Preparation, Preference, Time Block, Subject Allocation, Time-table, Report, Access Control, and Help. Below the menu bar is a toolbar with icons for New, Save, Delete, Find Teacher, Import From File, Import From WebSAMS, and Export. The main area is titled 'Subject Detail' and 'Subject'. It contains two input fields: 'Teacher Number' with the value '00000011' and 'Teacher Name' with the value 'AU XXX LING'. A 'Clear' button is next to the 'Teacher Name' field. Below these fields is a table with three columns: Short Name, Subject, and MOI. The table has two rows: one with '生物' (Biology) and '1', and another with '化學' (Chemistry) and '1'. Below this table is another table with five columns: Teacher Number, Teacher Name, Short Name, Subject, and MOI. The first row of this table has the values '00000011', 'AU XXX LING', '生物', '生物', and '1'. A red arrow points to the 'Delete' button in the toolbar.

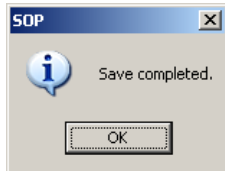
Short Name	Subject	MOI
生物	生物	1
化學	化學	1

Teacher Number	Teacher Name	Short Name	Subject	MOI
00000011	AU XXX LING	生物	生物	1
		化學	化學	1

Click “Yes” to remove the record.



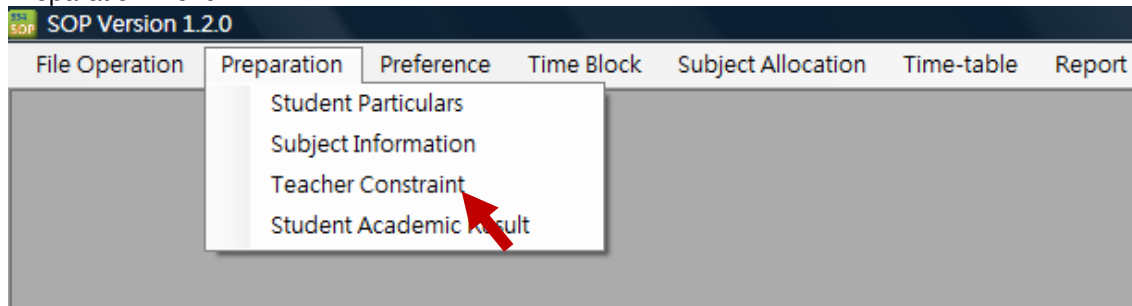
Record is removed.



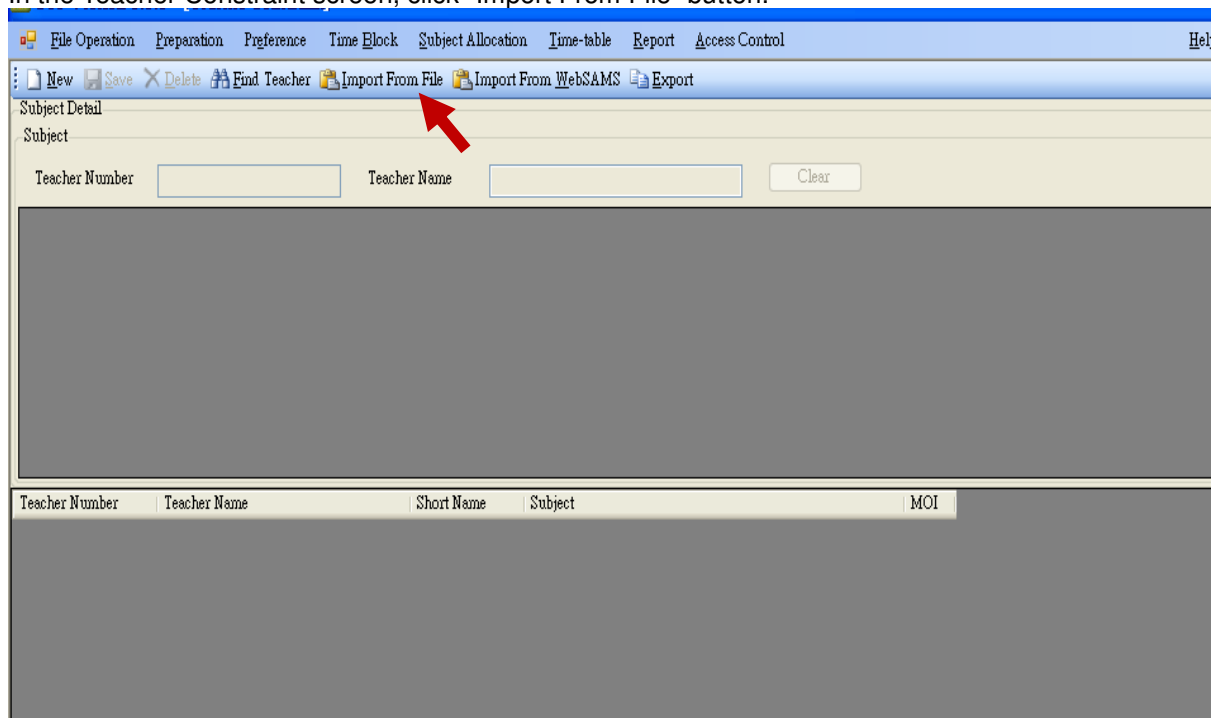
7.3.4 How to import teacher constraint

User can import data from Excel or CSV file by clicking Preparation Menu (Preparation ->Teacher Constraint).

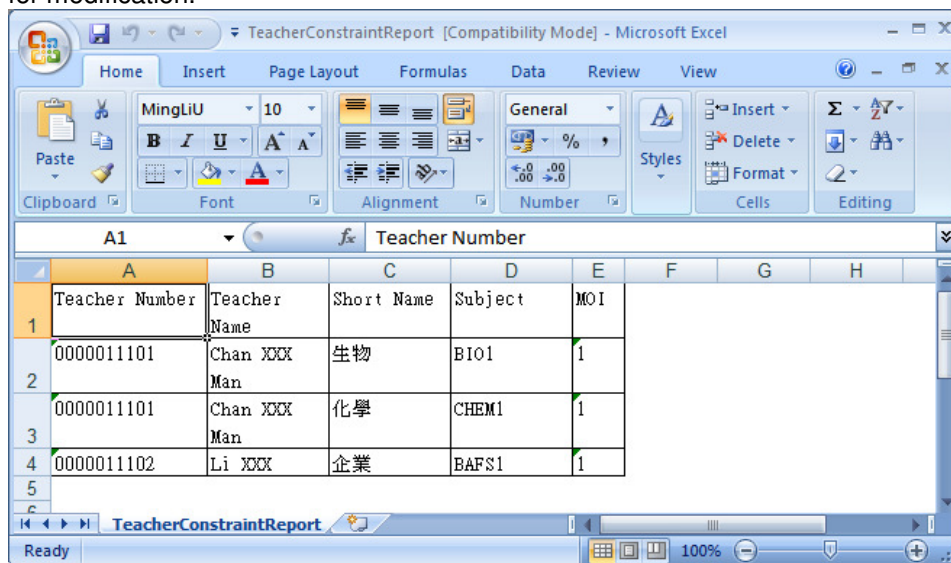
Preparation Menu



In the Teacher Constraint screen, click “Import From File” button.



Below is a sample Excel file. User may also use Export function to export existing data to an Excel file for modification.



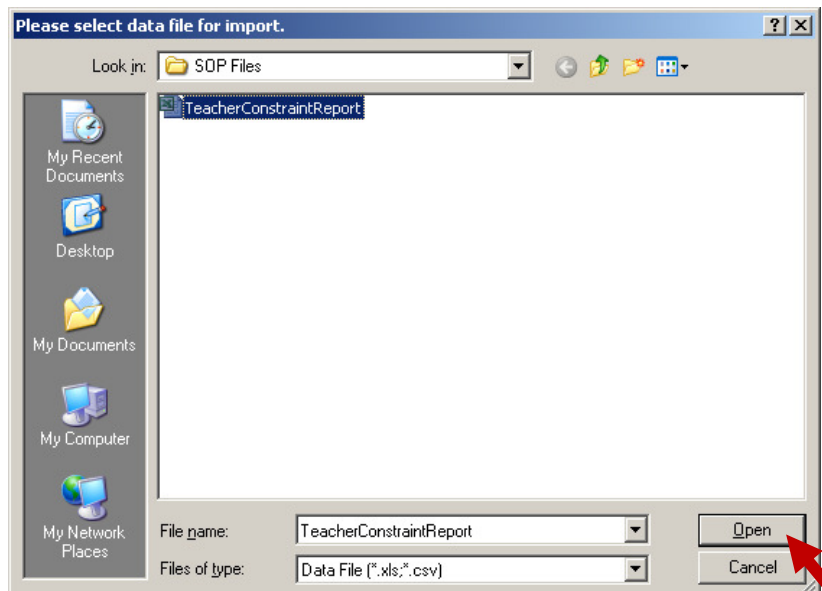
The screenshot shows a Microsoft Excel window titled 'TeacherConstraintReport [Compatibility Mode] - Microsoft Excel'. The 'Home' tab is selected. The active cell is A1, which contains the formula '=Teacher Number'. The data table is as follows:

	A	B	C	D	E	F	G	H
1	Teacher Number	Teacher Name	Short Name	Subject	MOI			
2	0000011101	Chan XXX Man	生物	BI01	1			
3	0000011101	Chan XXX Man	化學	CHEM1	1			
4	0000011102	Li XXX	企業	BAFS1	1			

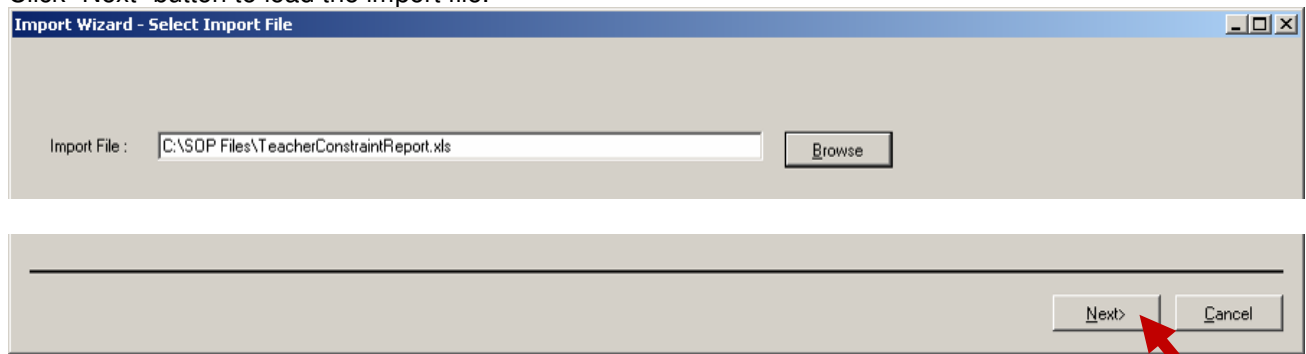
Click "Browse" button to choose a file to import.



Select the file for import and click "Open".

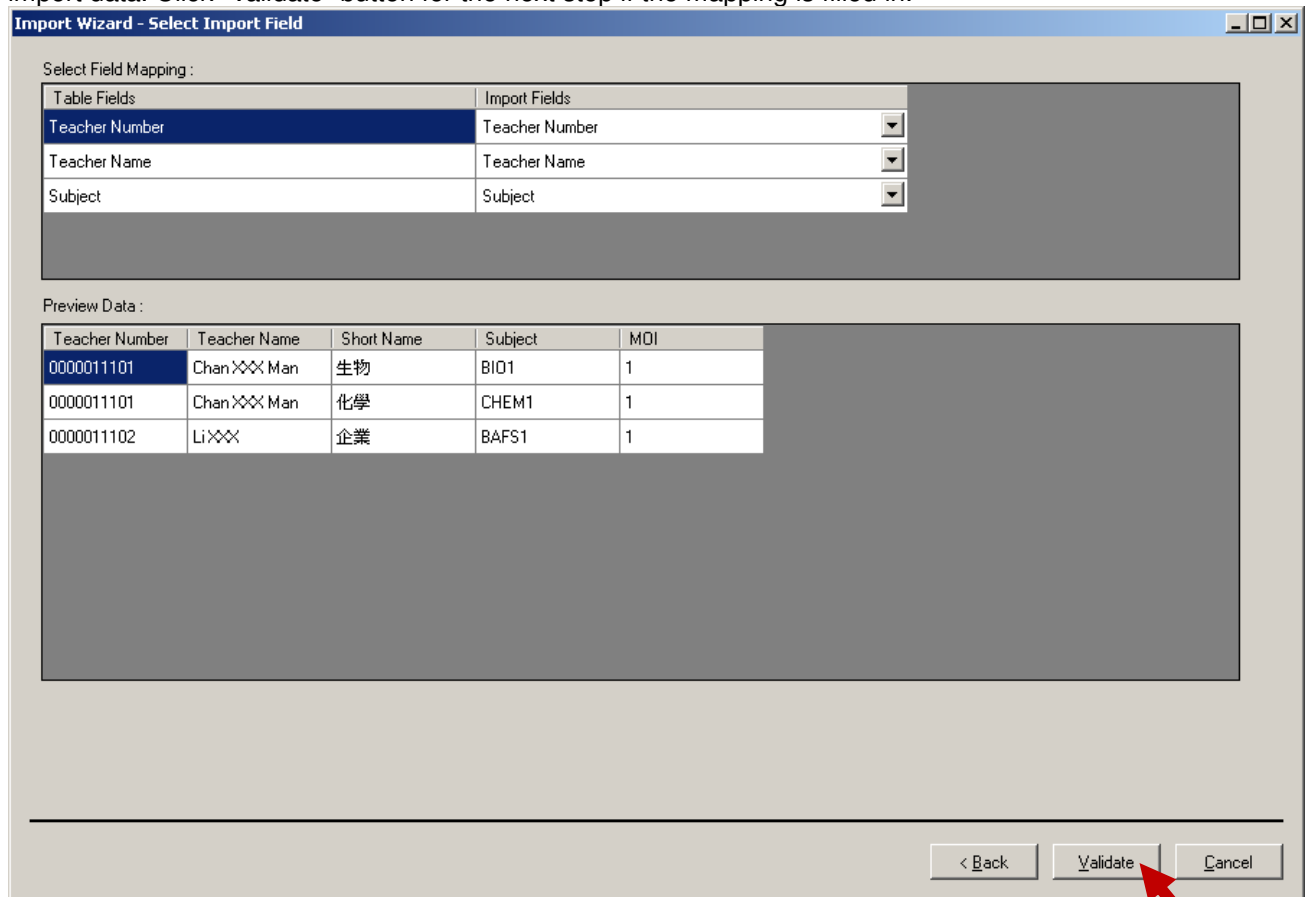


Click “Next” button to load the import file.



The dialog box titled "Import Wizard - Select Import File" has a text field for "Import File" containing the path "C:\SOP Files\TeacherConstraintReport.xls" and a "Browse" button. At the bottom right, there are "Next>" and "Cancel" buttons. A red arrow points to the "Next>" button.

The upper window shows the mapping of import field, and the lower window shows the preview of import data. Click “Validate” button for the next step if the mapping is filled in.

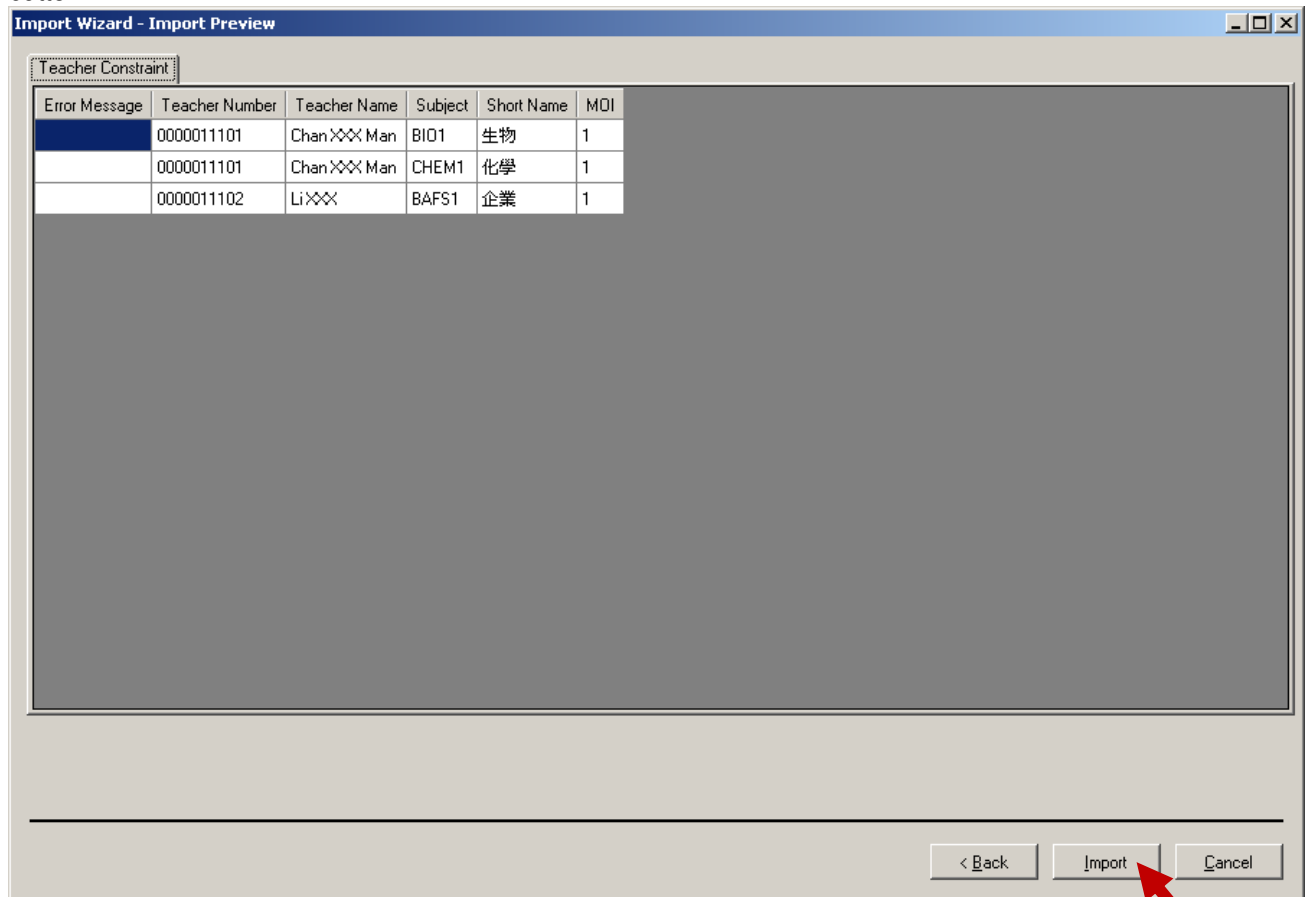


The dialog box titled "Import Wizard - Select Import Field" is divided into two sections. The top section, "Select Field Mapping:", contains a table with "Table Fields" and "Import Fields" columns. The bottom section, "Preview Data:", contains a table with five columns: "Teacher Number", "Teacher Name", "Short Name", "Subject", and "MOI". At the bottom right, there are "< Back", "Validate", and "Cancel" buttons. A red arrow points to the "Validate" button.

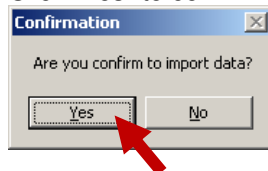
Table Fields	Import Fields
Teacher Number	Teacher Number
Teacher Name	Teacher Name
Subject	Subject

Teacher Number	Teacher Name	Short Name	Subject	MOI
0000011101	Chan XXX Man	生物	BIO1	1
0000011101	Chan XXX Man	化學	CHEM1	1
0000011102	Li XXX	企業	BAFS1	1

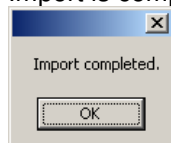
When validation is finished, no message will be shown in “Error Message” column. Click “Import” button.



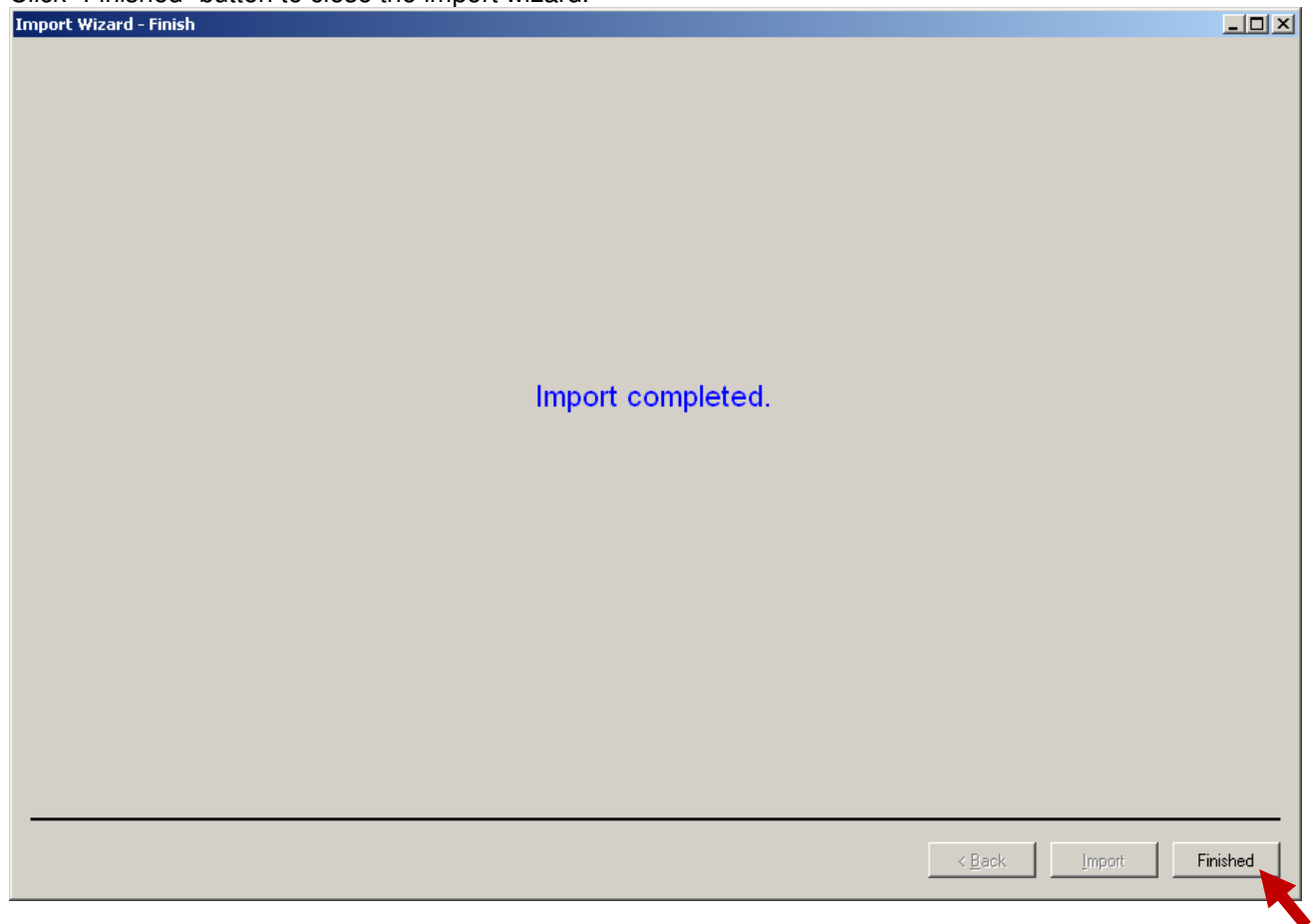
Click “Yes” to confirm the import.



Import is completed.



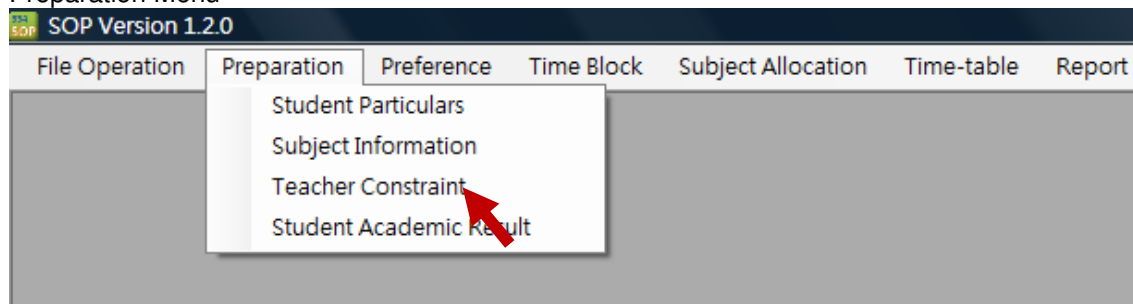
Click "Finished" button to close the import wizard.



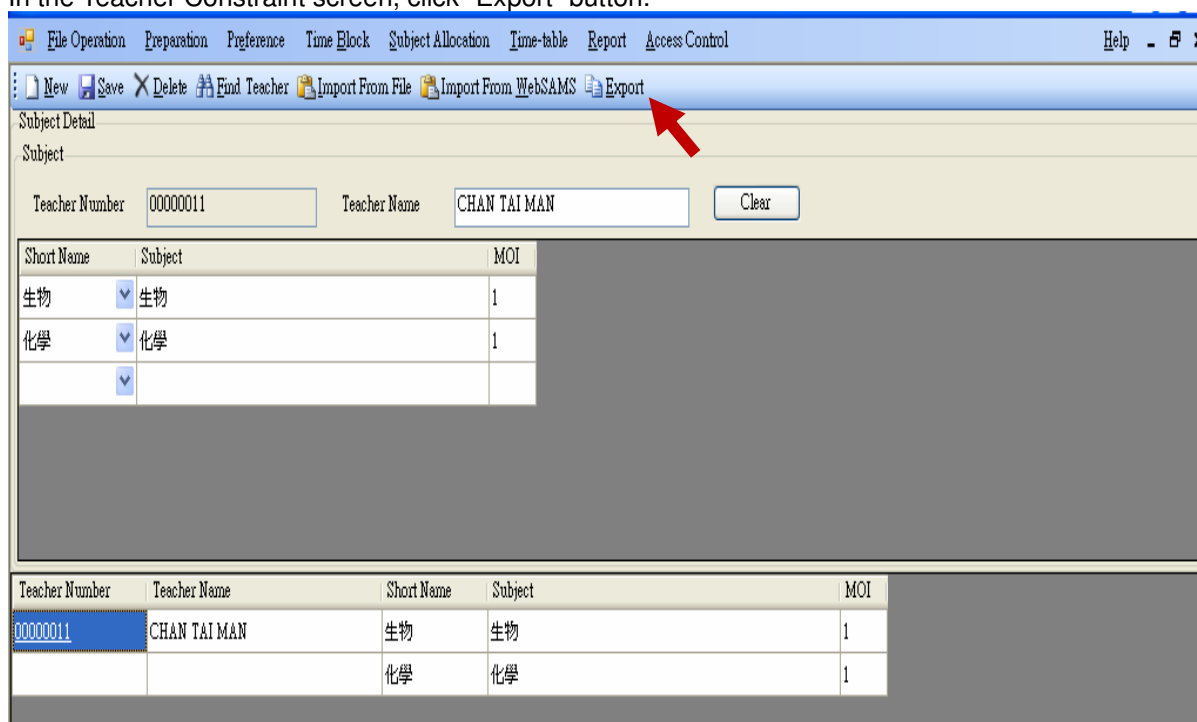
7.3.5 How to export teacher constraint

User can export data to Excel/CSV file for further manipulation or export an empty file as a template for import later by clicking Preparation Menu (Preparation -> Teacher Constraint).

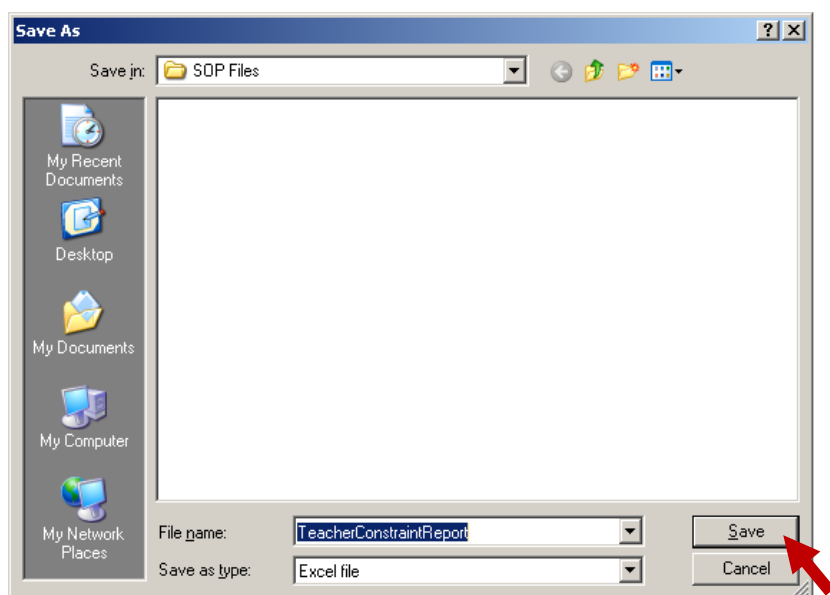
Preparation Menu



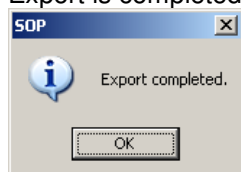
In the Teacher Constraint screen, click “Export” button.



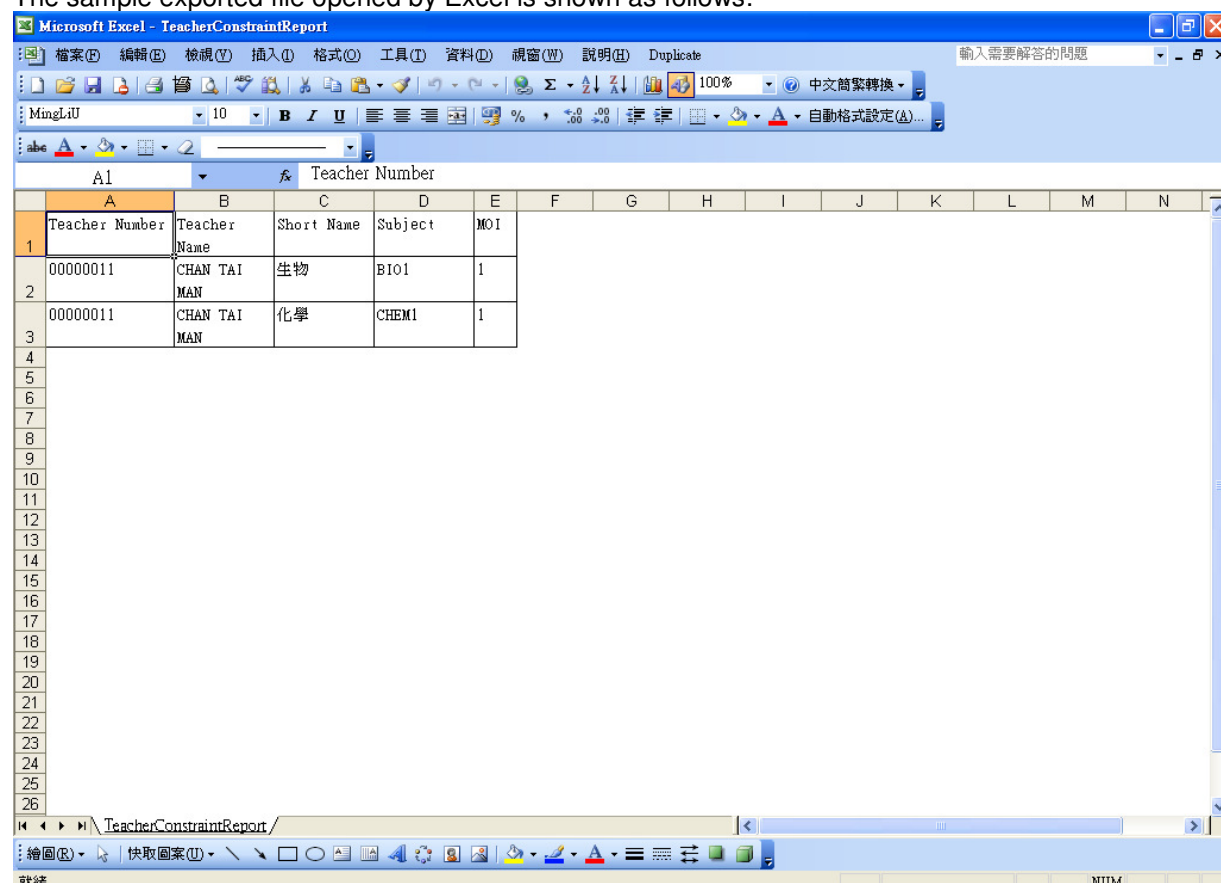
Select destination folder and input the file name, then click “Save”. (Or you can select CSV file format in “Save as type” before clicking “Save” button.)



Export is completed.



The sample exported file opened by Excel is shown as follows:

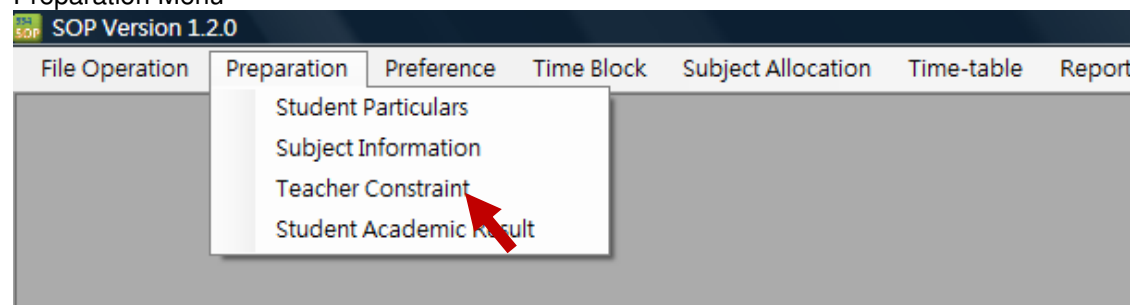


	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Teacher Number	Teacher Name	Short Name	Subject	MOI									
1	00000011	CHAN TAI MAN	生物	BIO1	1									
2	00000011	CHAN TAI MAN	化學	CHEM1	1									
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														
24														
25														
26														

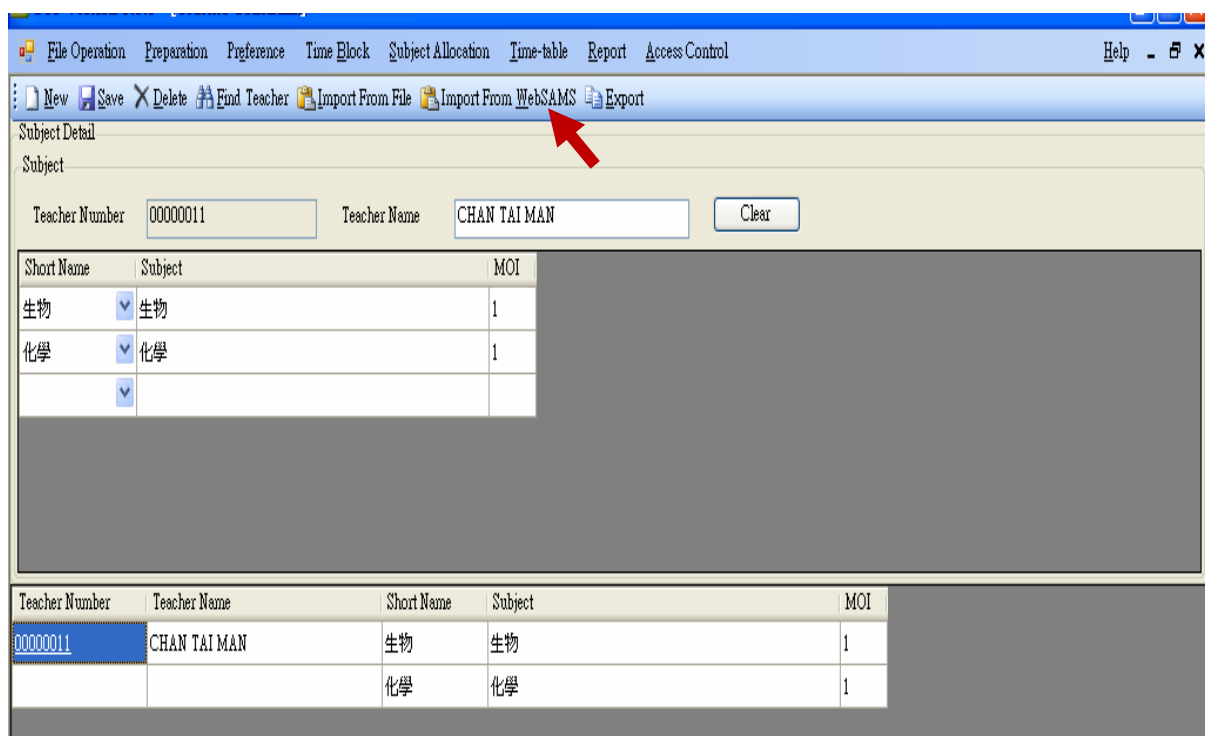
7.3.6 How to import teacher constraint from WebSAMS

User can import teacher constraint from WebSAMS by clicking Preparation Menu (Preparation -> Teacher Constraint).

Preparation Menu



Click 'Import from WebSAMS' button.



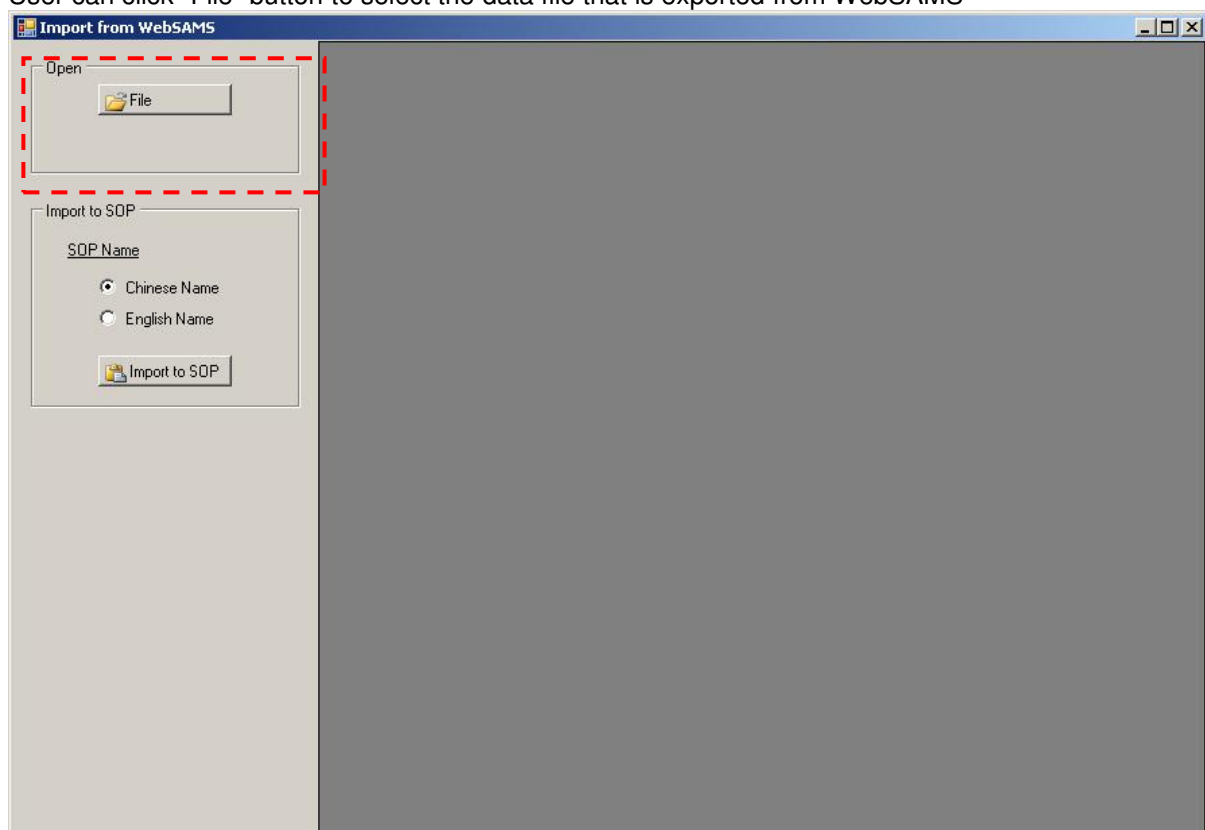
The screenshot shows the main window of the Student Option Programme. The menu bar includes: File Operation, Preparation, Preference, Time Elock, Subject Allocation, Time-table, Report, Access Control, and Help. The toolbar contains: New, Save, Delete, Find Teacher, Import From File, Import From WebSAMS (highlighted with a red arrow), and Export. Below the toolbar, the 'Subject Detail' section shows 'Subject' information with fields for 'Teacher Number' (00000011) and 'Teacher Name' (CHAN TAI MAN), and a 'Clear' button. Below this is a table with columns: Short Name, Subject, and MOI.

Short Name	Subject	MOI
生物	生物	1
化學	化學	1

Below the table is another table with columns: Teacher Number, Teacher Name, Short Name, Subject, and MOI.

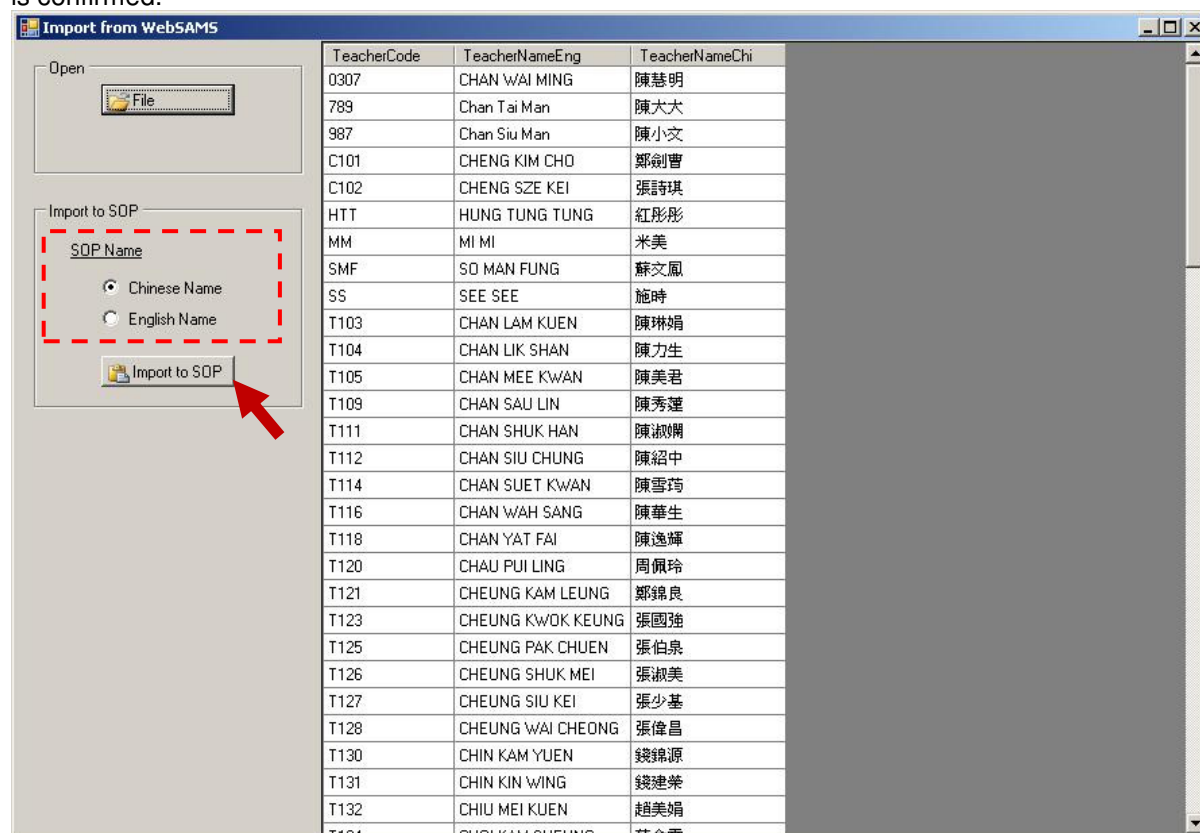
Teacher Number	Teacher Name	Short Name	Subject	MOI
00000011	CHAN TAI MAN	生物	生物	1
		化學	化學	1

User can click "File" button to select the data file that is exported from WebSAMS

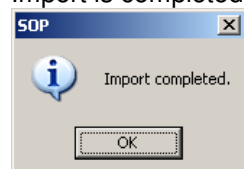


The screenshot shows the 'Import from WebSAMS' dialog box. It has a title bar with the text 'Import from WebSAMS'. The dialog is divided into two main sections. The top section, labeled 'Open', contains a 'File' button, which is highlighted with a red dashed box. The bottom section, labeled 'Import to SOP', contains a 'SOP Name' label, two radio buttons for 'Chinese Name' (selected) and 'English Name', and an 'Import to SOP' button.

The system will show the data to be imported to SOP on the right hand side. Select the Name (Chinese/English Name) to be imported to SOP and click "Import to SOP" button if import of the data is confirmed.



Import is completed.

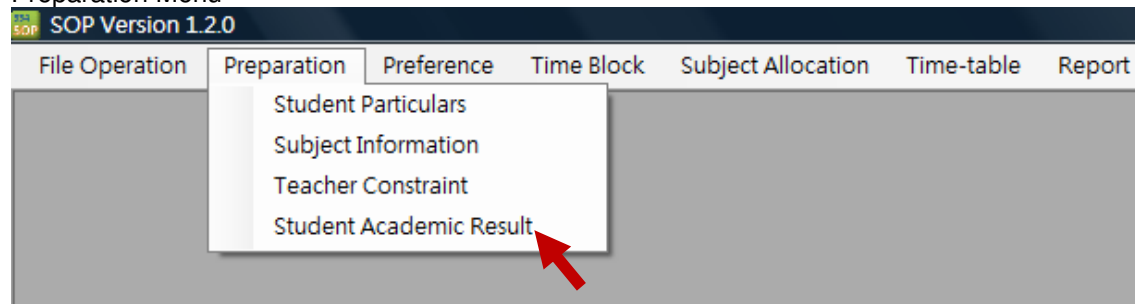


7.4 Student Academic Result

7.4.1 How to maintain student academic result

User can browse the student academic result by clicking Preparation Menu (Preparation -> Student Academic Result).

Preparation Menu



User can use Export function to export Student Academic Result to an Excel/CSV file as a template, and then use Excel/CSV to maintain the data. Finally user can import the file to SOP.

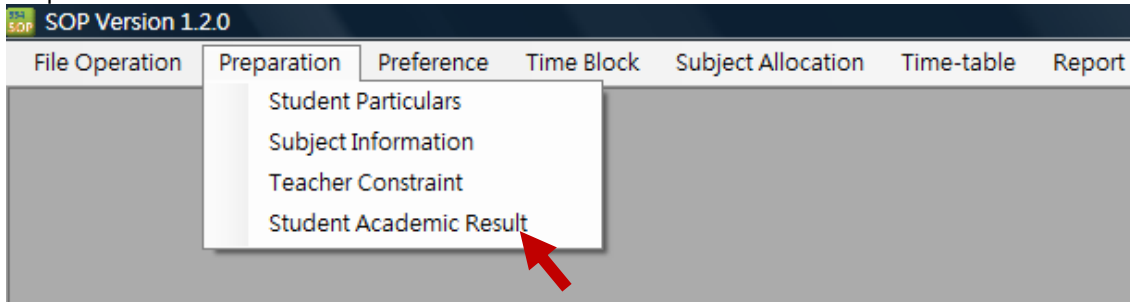
	Student Number	Name	Class	Class Number	Chinese	English	Mathematics
1	0000046436	CHAN XXX HO	3A		98	85	
2	0000146436	CHAN XXX HO	3A				
3	0000042632	CHAN XXX MAN	3A		78		
4	0000089328	CHAN XXX TAT	3A		86	85	
5	0000030957	CHAN XXX TING	3A		86		
6	0000001094	CHAN XXX TING	3A				
7	0000054686	CHAN XXX WAH	3A				85
8	0000046236	CHEUNG XXX WO	3A				
9	0000023582	CHIU XXX MING	3A				
10	0000047689	CHOW XXX WING	3A				
11	0000067829	HO XXX HEI	3A				
12	0000046729	HO XXX LUNG	3A				
13	0000014535	IP XXX KIT	3A				
14	0000004869	KONG XXX PING	3A				
15	0000009789	LAI XXX SUM	3A				
16	0000098734	LAW XXX	3A				
17	0000008405	LEE XXX MING	3A				
18	0000086973	LEE XXX SZE	3A				
19	0000043987	LEE XXX YIP	3A				
20	0000032897	LI XXX YIP	3A				

User: sa Database: C:\EDB\SOP\Training\Main.accde ...

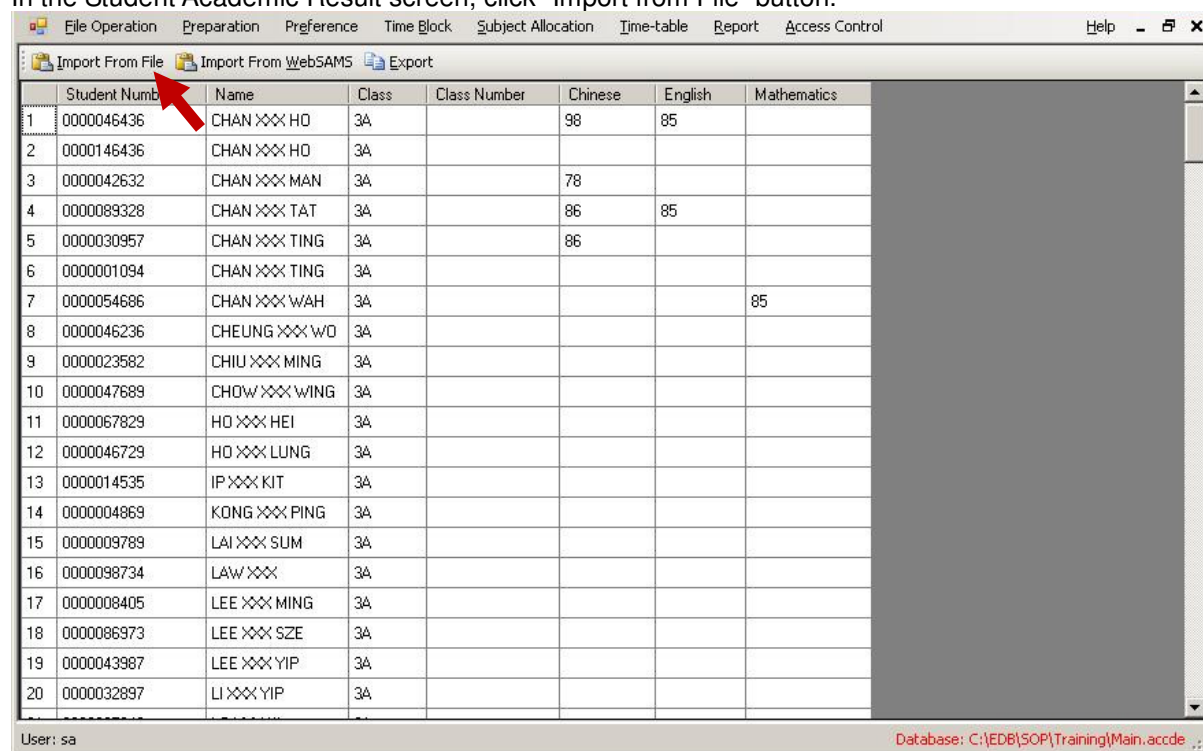
7.4.2 How to import student academic result

User can import data from Excel or CSV file by clicking Preparation Menu (Preparation -> Student Academic Result).

Preparation Menu

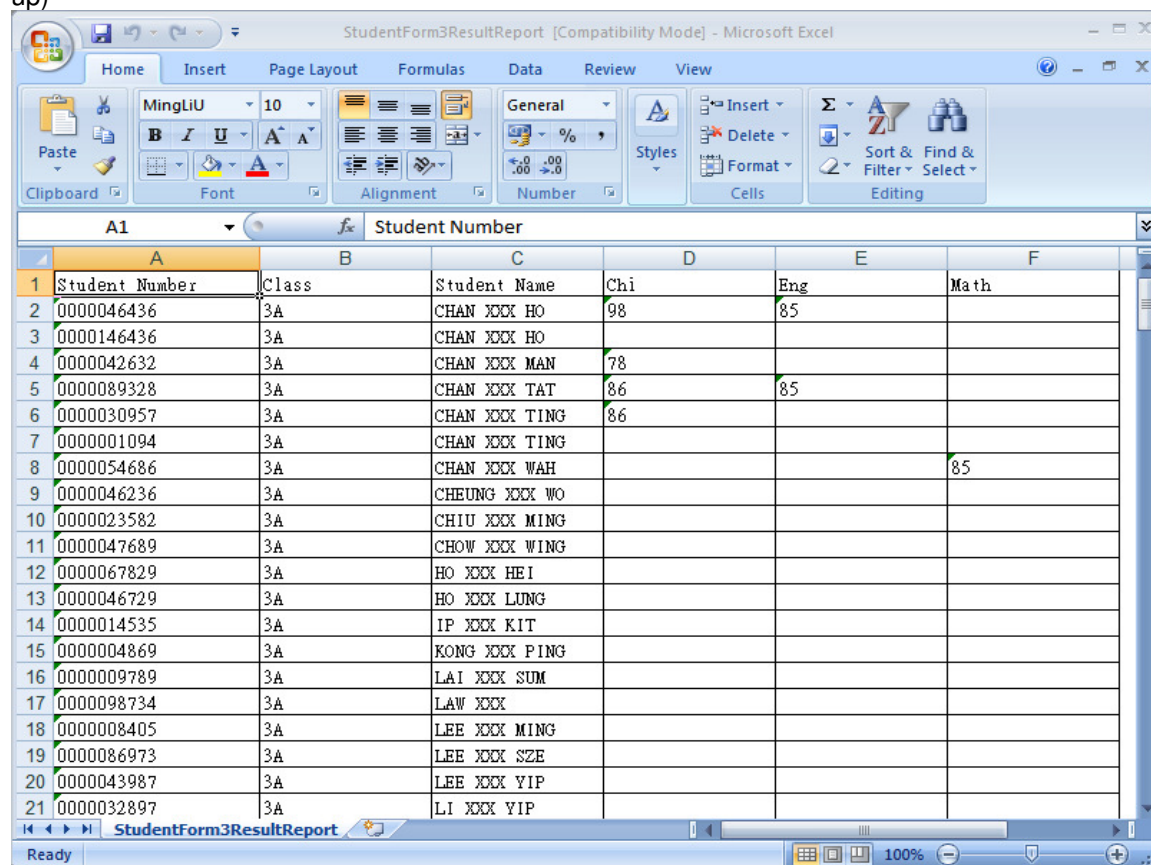


In the Student Academic Result screen, click “Import from File” button.



Below is a sample Excel file., Or user can use Export function to export existing data to an Excel file for modification.

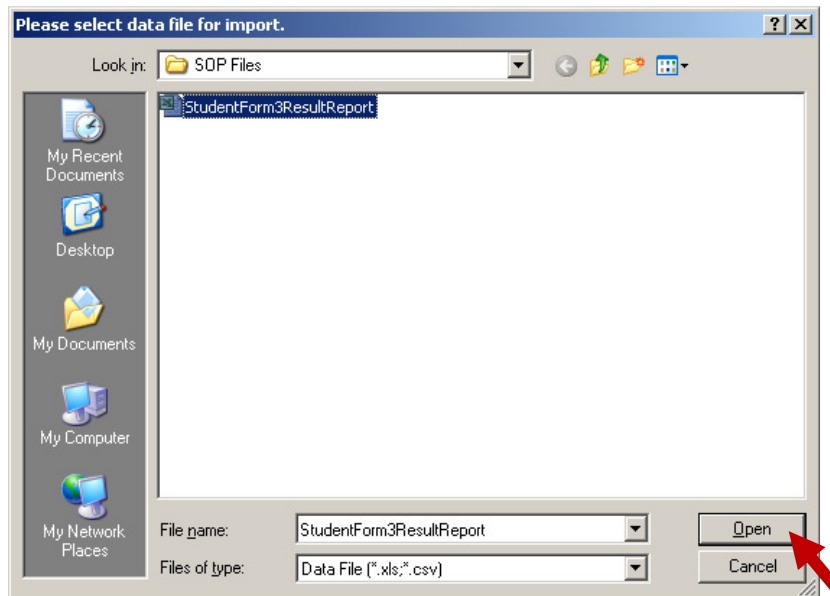
(Remark: “Rank” should not be used as an subject name, otherwise an error message will be popped up)



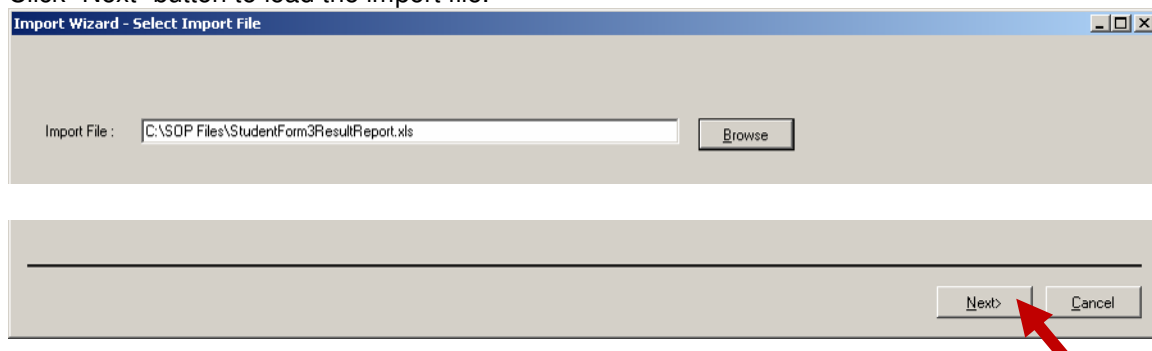
Click “Browse” button to choose a file to import.



Select the file for import and click “Open”.



Click “Next” button to load the import file.



The upper window shows the mapping of import field, and the lower window shows the preview of import data. Click “Validate” button for the next step if the mappings are filled in.

Import Wizard - Select Import Field

Select Field Mapping:

Table Fields	Import Fields
Student Number	Student Number

Preview Data:

Student Number	Class	Student Name	Chi	Eng	Math
0000046436	3A	CHAN XXX HO	98	85	
0000146436	3A	CHAN XXX HO			
0000042632	3A	CHAN XXX MAN	78		
0000089328	3A	CHAN XXX TAT	86	85	
0000030957	3A	CHAN XXX TING	86		
0000001094	3A	CHAN XXX TING			
0000054686	3A	CHAN XXX WAH			85
0000046236	3A	CHEUNG XXX WO			
0000023582	3A	CHIU XXX MING			
0000047689	3A	CHOW XXX WING			

< Back Validate Cancel

When validation is finished, no message will be shown in “Error Message” column. Click “Import” button.

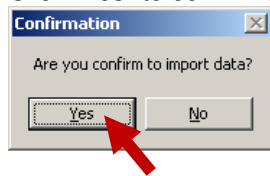
Import Wizard - Import Preview

Student Form 3 Academic Result

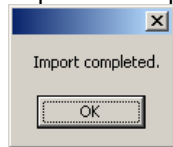
Error Message	Student Number	Class	Student Name	Chi	Eng	Math
	0000046436	3A	CHAN XXX HO	98	85	
	0000146436	3A	CHAN XXX HO			
	0000042632	3A	CHAN XXX MAN	78		
	0000089328	3A	CHAN XXX TAT	86	85	
	0000030957	3A	CHAN XXX TING	86		
	0000001094	3A	CHAN XXX TING			
	0000054686	3A	CHAN XXX WAH		85	
	0000046236	3A	CHEUNG XXX WO			
	0000023582	3A	CHIU XXX MING			
	0000047689	3A	CHOW XXX WING			
	0000067829	3A	HO XXX HEI			
	0000046729	3A	HO XXX LUNG			
	0000014535	3A	IP XXX KIT			
	0000004869	3A	KONG XXX PING			
	0000009789	3A	LAI XXX SUM			
	0000098734	3A	LAW XXX			
	0000008405	3A	LEE XXX MING			
	0000086973	3A	LEE XXX SZE			
	0000043987	3A	LEE XXX YIP			

< Back Import Cancel

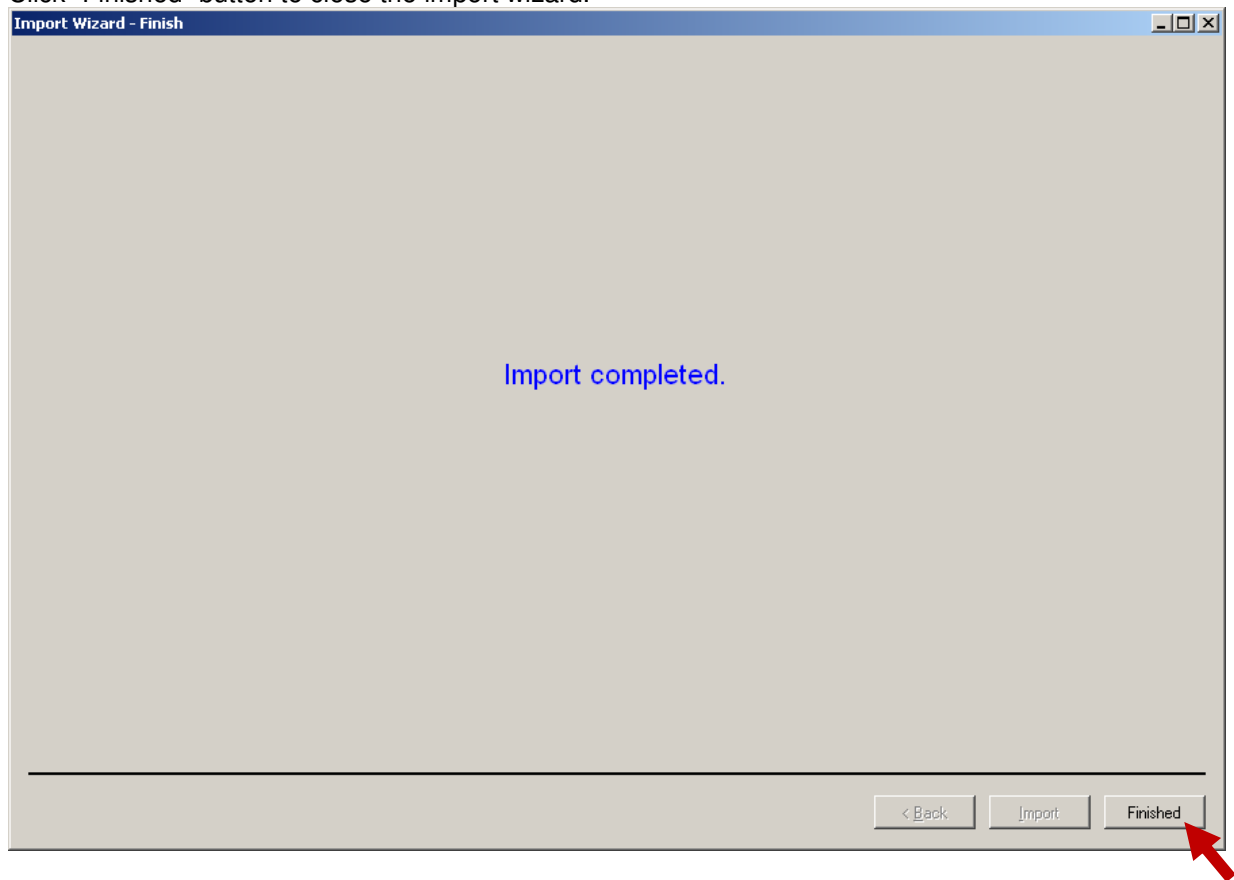
Click “Yes” to confirm the import.



Import is completed.



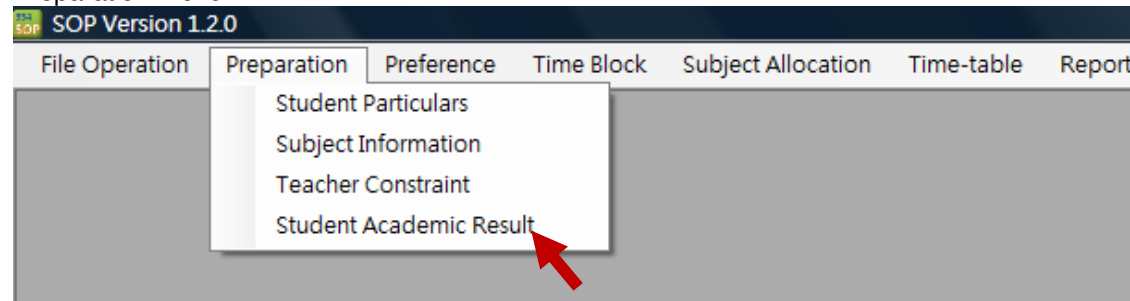
Click “Finished” button to close the import wizard.



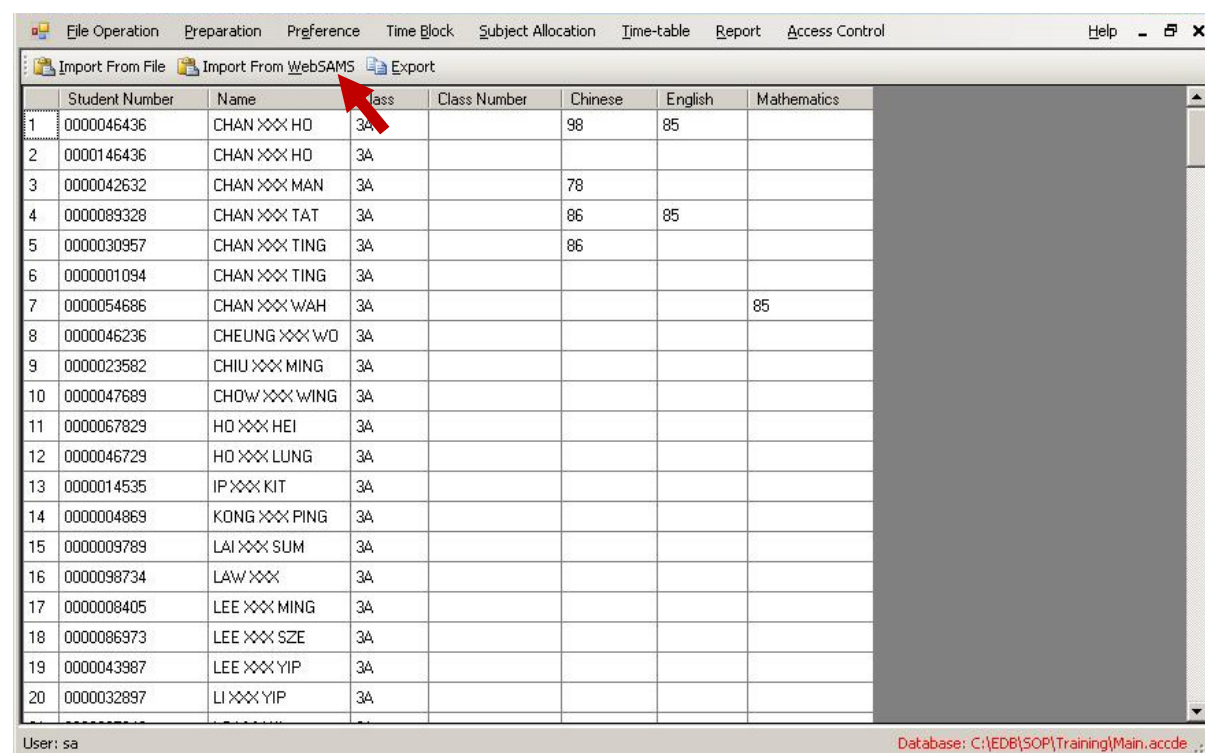
7.4.3 How to import student academic result from WebSAMS

User can use this function to get student academic result from WebSAMS, save as an Excel file, and import the data file by clicking Preparation Menu (Preparation -> Student Academic Result).

Preparation Menu



Click 'Import from WebSAMS' button.



Click “Academic Subject File” button to upload the Academic Subject data file that is exported from WebSAMS.

Import from WebSAMS

Open

Academic Subject File

Academic Result File

Import to SOP

SOP ATA Subject

☒ Chinese Description

☐ English Description

ATA Score

1

Import to SOP

Click “Academic Result File” button to upload the Academic Result data file that is exported from WebSAMS.

Import from WebSAMS

Open

Academic Subject File

Academic Result File

Import to SOP

SOP ATA Subject

☒ Chinese Description

☐ English Description

ATA Score

1

Import to SOP

SubjectCode	SubjectAbbrevNameEng	SubjectAbbrevNameChi	SubjectShortNameEng	SubjectShortNameChi
#080	Chinese Language	中國語文	CHIN	中文
#280	Mathematics	數學	MATH	數學

When the system has loaded the data, click “Import to SOP” button to import the data to the system.

SubjectCode	SubjectAbbrevNameEng	SubjectAbbrevNameChi	SubjectShortNameEng	SubjectShortNameChi
#080	Chinese Language	中國語文	CHIN	中文
#280	Mathematics	數學	MATH	數學

Student Name	Class	Class Number	RegNumber	SubjectCode	Score_ATA1
			#100010243	#280	
			#100010244	#080	
			#100010244	#280	71.00
			#100010245	#080	
			#1999001	#080	
			#1999001	#280	24.00
			#1999002	#080	
			#1999002	#280	54.00
			#1999003	#080	76.56
			#1999004	#080	
			#1999004	#280	55.00
			#1000005	#080	12.50

Import is completed.

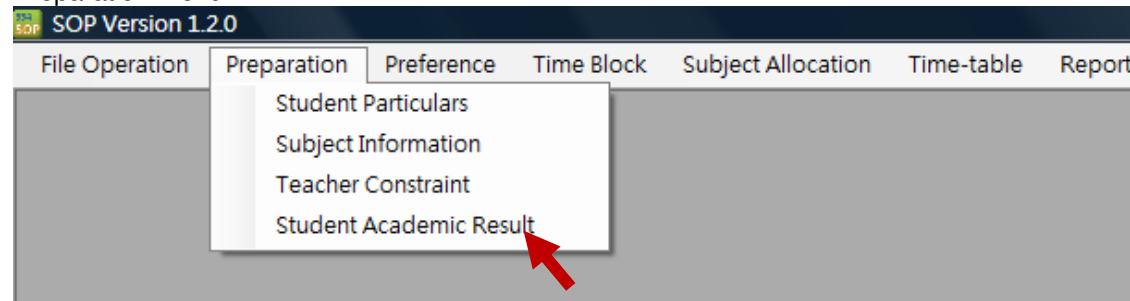
Import completed.

OK

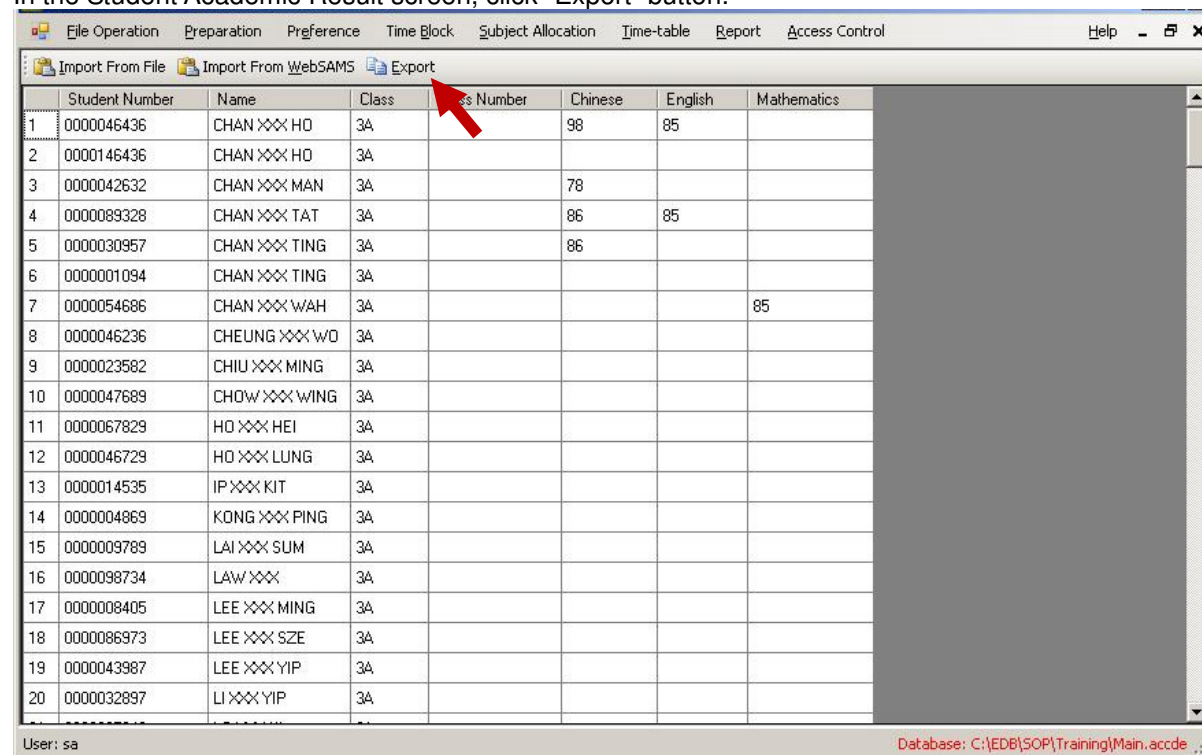
7.4.4 How to export student academic result

User can export data to Excel/CSV file for further manipulation or export an empty file as a template for import later. Click Preparation Menu (Preparation -> Student Academic Result).

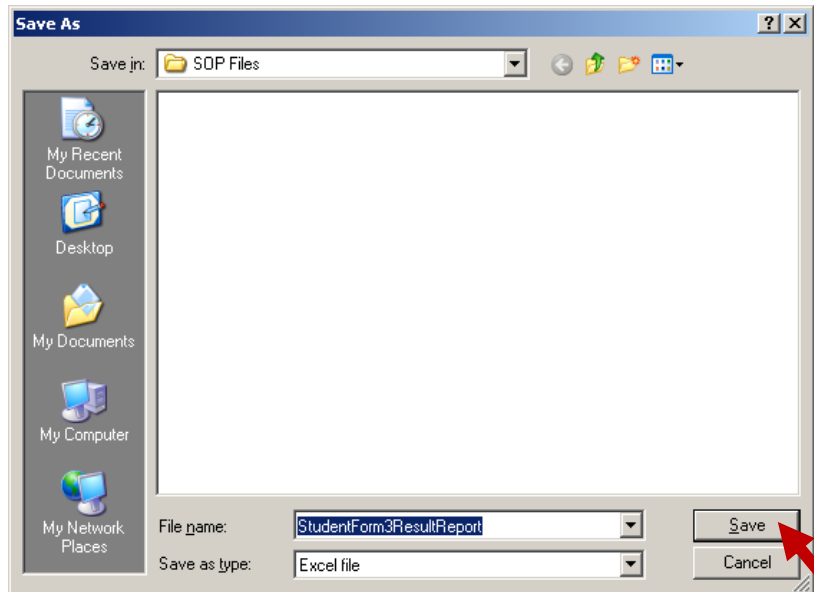
Preparation Menu



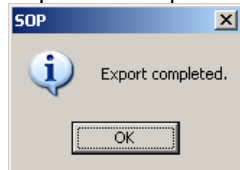
In the Student Academic Result screen, click “Export” button.



Select destination folder and input the file name, then click “Save”. (Or user can select CSV file format in “Save as type” before clicking “Save” button.)



Export is completed.

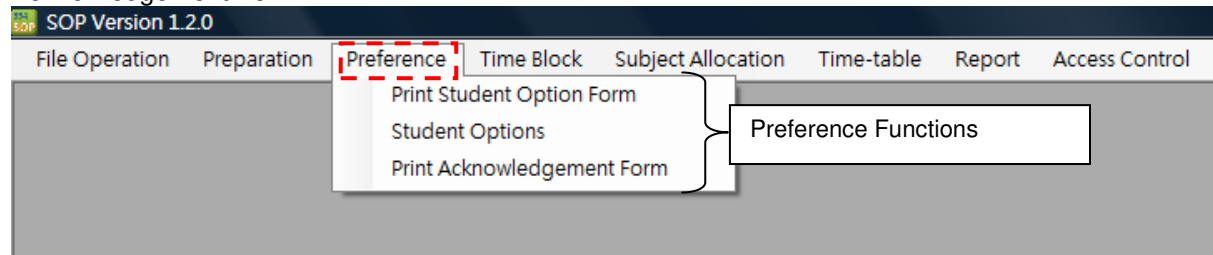


A sample exported file opened by Excel is shown as follows:

	A	B	C	D	E	F	G
	Student Number	Student Name	Class	Class Number	Chinese	English	Mathematics
2	0000046436	CHAN XXX HO	3A		98	85	
3	0000146436	CHAN XXX HO	3A				
4	0000042632	CHAN XXX MAN	3A		78		
5	0000089328	CHAN XXX TAT	3A		86	85	
6	0000030957	CHAN XXX TING	3A		86		
7	0000001094	CHAN XXX TING	3A				
8	0000054686	CHAN XXX WAH	3A				85
9	0000046236	CHEUNG XXX WO	3A				
10	0000023582	CHIU XXX MING	3A				
11	0000047689	CHOW XXX WING	3A				
12	0000067829	HO XXX HEI	3A				
13	0000046729	HO XXX LUNG	3A				
14	0000014535	IP XXX KIT	3A				
15	0000004869	KONG XXX PING	3A				
16	0000009789	LAI XXX SUM	3A				
17	0000098734	LAW XXX	3A				
18	0000008405	LEE XXX MING	3A				
19	0000086973	LEE XXX SZE	3A				
20	0000043987	LEE XXX YIP	3A				
21	0000032897	LI XXX YIP	3A				
22	0000097648	LO XXX KI	3A				
23	0000084764	MA XXX FUNG	3A				

8 PREFERENCE

This section shows all preference functions, i.e. Print Student Option Form, Student Options, and Print Acknowledgement Form.

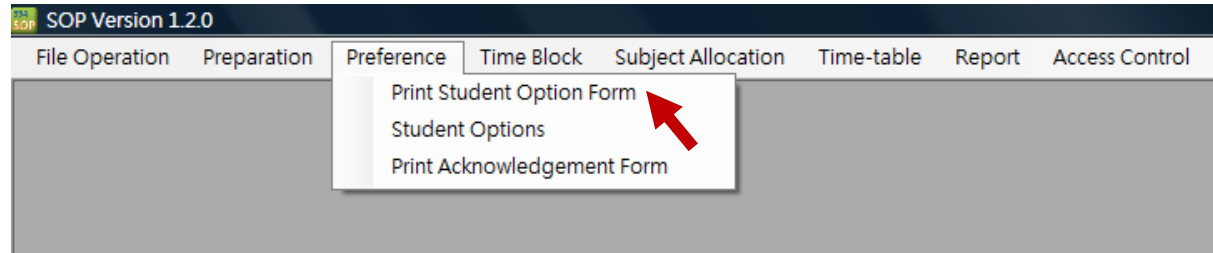


8.1 Print Student Option Form

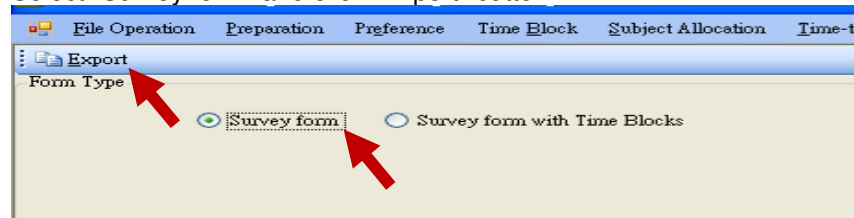
8.1.1 *How to print survey form*

User can print survey form by clicking Preference Menu (Preference -> Print Student Option Form).

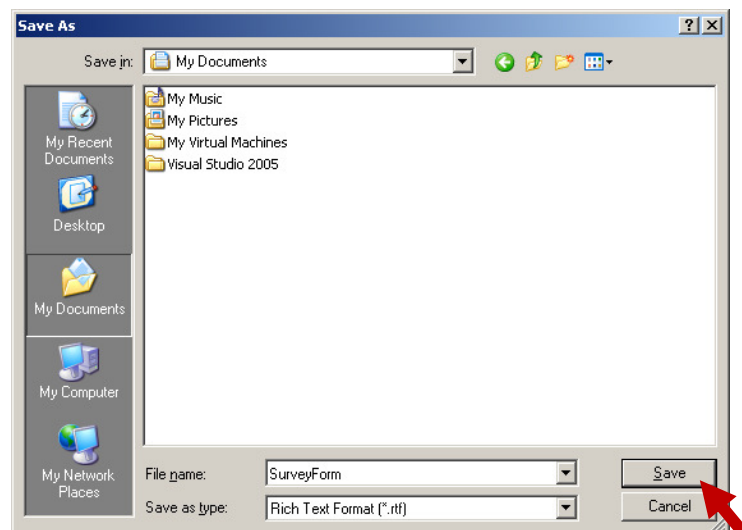
Preference Menu



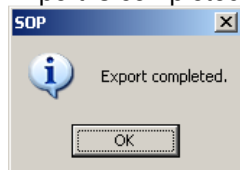
Select "Survey form" and click "Export" button.



Select destination folder and input the form name, then click "Save".



Export is completed.



Below is a sample exported file opened by MS Word. User can modify the form before distribution.

中四選科表

學生須在這選科表上以數字填寫優先次序。(“1”代表最期望獲編配的科目，如此類推。)

學生如希望選修兩科理科科目，應先在左表的「兩科理科科目」填寫次序，並在右表填寫兩個理科科目組合的次序，如因學額或其他原因未能同時編配兩科理科科目，學校亦會根據學生在右表填寫的意願，分配一科理科科目給學生修讀。

選修科目		兩科理科科目次序(學生知悉兩科理科科目，須填寫兩科理科科目的次序。)	
選擇	次序	選擇	次序
兩科理科科目		生物 + 化學	
生物		生物 + 物理	
化學		物理 + 生化	
物理		化學 + 物理	
生化		生物	
綜藝		生化	
文學		化學	
經濟		物理	
地理			

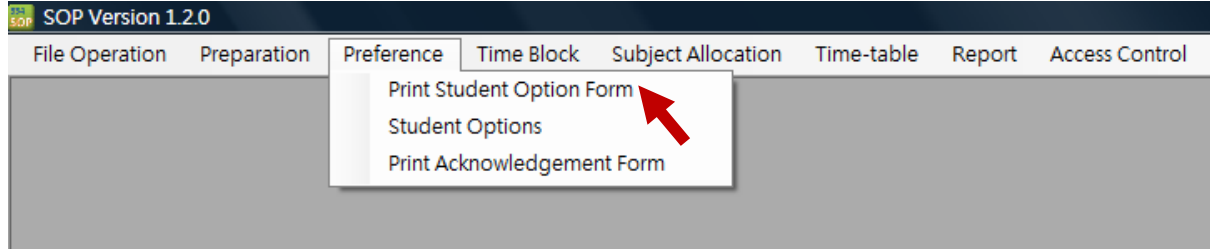
學生姓名：	班別：	學號：
家長簽署：	家長姓名：	日期：

(請家長於x月xx日(星期x) 或以前將選科表交回班主任。)

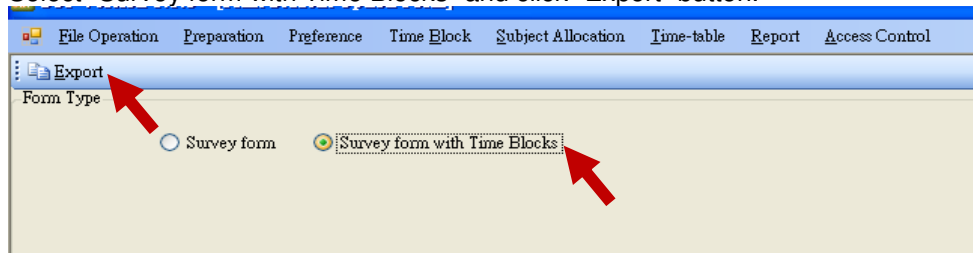
8.1.2 How to print survey form with time blocks

User can print survey form with time blocks by clicking Preference Menu (Preference -> Print Student Option Form).

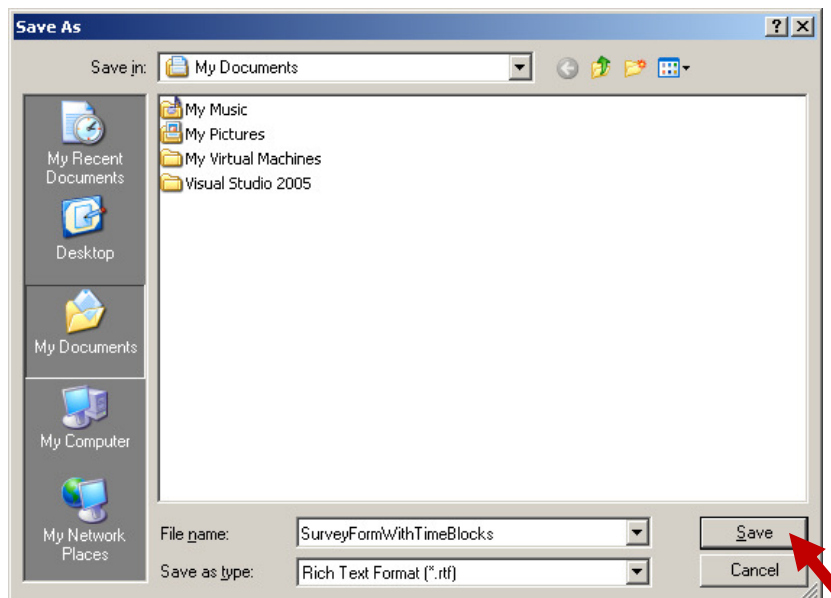
Preference Menu



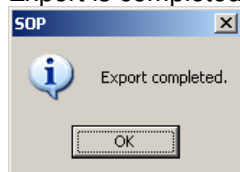
Select "Survey form with Time Blocks" and click "Export" button.



Select destination folder and input the form name, then click "Save".



Export is completed.



Below is a sample exported file opened by MS Word. User can modify the form before distribution.

a - Microsoft Word

檔案(F) 編輯(E) 檢視(V) 插入(I) 格式(O) 工具(T) 表格(A) 視窗(W) 說明(H)

輸入需要解答的問題

內文 + 新細... 新細明體 12 B I U A A 100%

1/2 p

中四選修科目

根據先前向各中三同學收集的擬選修科目統計及學校的資源，本校下學年度中四級將開設X選修科目，並安排下列三個方塊組合供學生選科。每位學生可修讀二至三個選修科目；本校會根據學生修讀選修科目的數目，在每一方塊組合中編配一科選修科目予學生。

	Block 1	Block 2	Block 3
生物			生物
化學	化學		
物理	物理		
生化		生化	
綜科	綜科		
文學		文學 組別 1	文學 組別 2
經濟			經濟
地理		地理 組別 2	地理 組別 1

中四選科表

學生須在這選科表上以數字填寫優先次序。(“1”代表最期望獲編配的科目，如此類推。)

學生如希望選修兩科理科科目，應先在左表的「兩科理科科目」填寫次序，並在右表填寫兩個理科科目組合的次序，如因學額或其他原因未能同時編配兩科理科科目，學校亦會根據學生在右表填寫的意願，分配一科理科科目給學生修讀。

選修科目		兩科理科科目次序(學生如選修兩科理科科目，須填寫兩科理科科目的次序。)	
選擇	次序	選擇	次序
兩科理科科目		生物 + 化學	
生物		生物 + 物理	
化學		物理 + 生化	
物理		生物	
生化		生化	
綜科		化學	
文學		物理	
經濟			
地理			

學生姓名：	班別：	學號：
家長簽署：	家長姓名：	日期：

繪圖(D) 快取圖案(U) 行 欄 REC TRK EXT OVR 中文(香港)

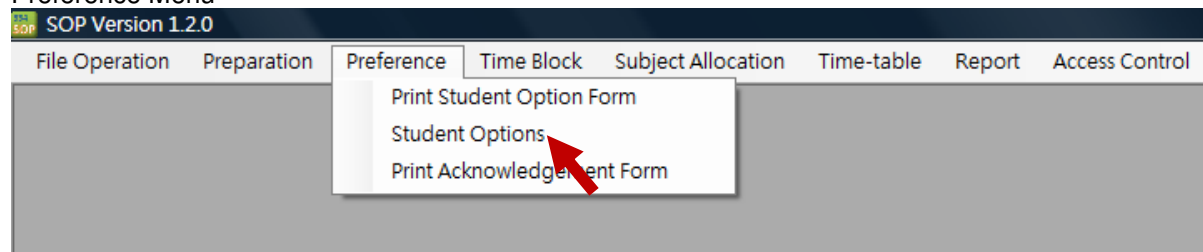
頁 6 節 1 6/6

8.2 Student Option

8.2.1 How to input student option

User can input student options by clicking Preference Menu (Preference -> Student Options).

Preference Menu



In the Student Option screen, double click a student number to input their options.

Student Number	Student Name	Class	Class Number	Next Year Class	Number of Electives	Two Science Subjects 兩理科科目	生物	化學	物理
1234ASD14	陳小強	3A	3	4A	3		2	4	3
2005002	陳漢文	3A	2	4A	3		1	2	3
2006005	林雯莉	3A	5	4A	3		3	4	8
2006006	林霆鋒	3A	6	4A	3	1		2	6
2006007	林燕燕	3A	7	4A	3		2	5	8
2006008	劉偉航	3B	46	4B	3		4	5	6
2006009	劉穎欣	3B	49	4B	3		5	8	4
2006010	李東蘭	3B	53	4B	3		1	5	6

Total no. of Students: 115

User: sysadmin Database: C:\Documents and Settings\landrewchan\桌面\test.accd

Enter the student options, and then click “Save” button. The system will show 2 science subjects subroutine if an order is entered for 2 science subjects.

File Operation Preparation Preference Time Block Subject Allocation Time-table Report Access Control Help

Save Find Student Import Export

Student Option Detail

Student Number 2006006 Student Name 林霆鋒 Number of Electives 3

Input order of two science subjects only when a student has chosen 2 science subjects in his selected option

Option	Order
Two Science Subjects 兩科理科科目	1
生物	
化學	2
物理	6
生化	5
綜科	3
文學	8
經濟	7
地理	4

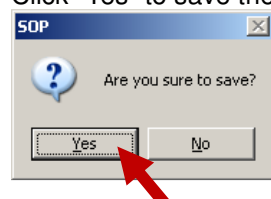
Offer	Order
生物 + 化學	
生物 + 物理	
物理 + 生化	1
化學 + 物理	
生物	
生化	
化學	
物理	

Student Number	Student Name	Class	Class Number	Next Year Class	Number of Electives	Two Science Subjects 兩科理科科目	生物	化學	物理
1234ASD14	陳小強	3A	3	4A	3		2	4	3
2005002	陳漢文	3A	2	4A	3		1	2	3
2006005	林雯莉	3A	5	4A	3		3	4	8
2006006	林霆鋒	3A	6	4A	3	1		2	6
2006007	林燕燕	3A	7	4A	3		2	5	8
2006008	劉偉航	3B	46	4B	3		4	5	6
2006009	劉穎欣	3B	49	4B	3		5	8	4
2006010	李東蘭	3B	53	4B	3		1	5	6

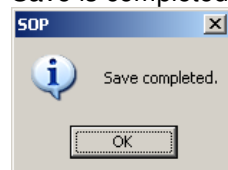
Total no. of Students: 115

User: sysadmin Database: C:\Documents and Settings\andrewchan\桌面\test.acode

Click “Yes” to save the student option.



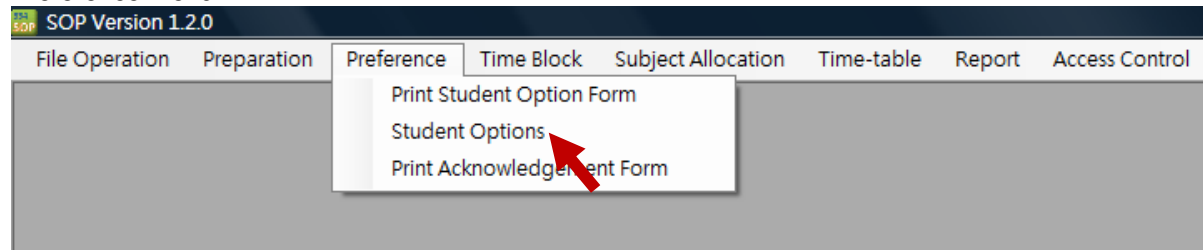
Save is completed.



8.2.2 How to import student option

User can import data from Excel or CSV file by clicking Preference Menu (Preference -> Student Options).

Preference Menu



In the Student Option screen, click "Import" button.

Student Option Detail

Student Number Student Name Number of Electives

Input order of two science subjects only when a student has chosen 2 science subjects in his selected option

Order of two science subjects

Student Number	Student Name	Class	Class Number	Next Year Class	Number of Electives	Two Science Subjects 兩科理科科目	生物	化學	物理
1234ASD14	陳小強	3A	3	4A	3		2	4	3
2005002	陳漢文	3A	2	4A	3		1	2	3
2006005	林雯莉	3A	5	4A	3		3	4	8
2006006	林霆鋒	3A	6	4A	3	1		2	6
2006007	林燕燕	3A	7	4A	3		2	5	8
2006008	劉偉航	3B	46	4B	3		4	5	6
2006009	劉穎欣	3B	49	4B	3		5	8	4
2006010	李東蘭	3B	53	4B	3		1	5	6

Total no. of Students:

User: syedmin Database: C:\Documents and Settings\andrewchan\桌面\test.acode

Below is a sample Excel file. User may also use Export function to export existing data to an Excel file for modification.

Microsoft Excel - StudentPreferenceReport

輸入需要解答的問題

MingLiU 10 B I U 100% 中文簡繁轉換

自動格式設定(A)...

	A	B	C	D	E	F	G	H	I	J	K	L	
	Student Number	Student Name	2Sci	BI01	CHEM1	PHY1	C&B1	IS1	CLIT1	ECON1	GEO1	C1+B1	P1+B
1													
2	2006018	吳浩賢	1	3	6	2	4	13	5	9		1	
3	2006016	呂寶清	9	10	11	12	13	4	2	7			
4	2006015	呂文傑	1	2	3	5	4	12	6	11			
5	2006028	姚子玲	5	9	10	11	12	8	6	3			
6	2006029	姚子瑛	12	10	13	9	11	2	1	8			
7	2006013	廖凱浩	1	3	13	12	8	4	5	11			
8	2006020	徐潔賢	6	5	9	8	1	4	10	2			
9	2006017	文振雄	2	6	7	8	4	12	10	3			
10	2006007	林燕燕	4	9	13	11	2	10	7	5			
11	2006005	林雯莉	5	6	13	10	1	8	2	9			
12	2006006	林霆鋒	1	2	7	6	3	13	11	4			
13	2006011	梁敬業	9	4	6	5	8	2	1	12			
14	2006012	梁柏倫	1	9	6	7	8	12	4	13		1	
15	2006026	楊華泉	4	12	13	11	3	5	2	8			
16	2006019	潘國禧	8	1	9	6	7	3	10	11			
17	2006023	王明旭	9	3	8	10	11	6	12	2			
18	2006021	王春輝	11	9	8	2	4	13	5	10			
19	2006014	盧曉婷	5	4	1	7	8	12	6	2			
20	2007001	陳國園	1	2	12	11	6	5	10	4			
21	1234ASD14	陳小強	3	6	4	7	13	10	2	8			
22	45454RRR	陳志球	2	3	12	11	1	13	4	10			
23	2005002	陳漢文	1	2	3	4	5	9	10	12			
24	2006022	黃樂民	1	4	3	2	5	8	9	13			
25	2006024	黃雁平	1	5	2	4	3	13	7	10			
26	2006044	何敬謙	6	2	1	3	5	13	4	9			

就緒 NUM

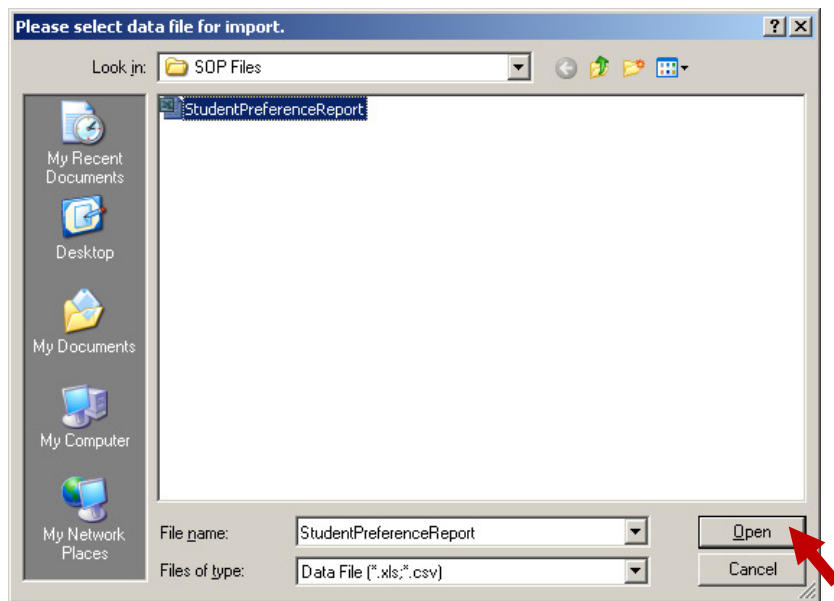
Click "Browse" button to choose a file to import.

Import Wizard - Select Import File

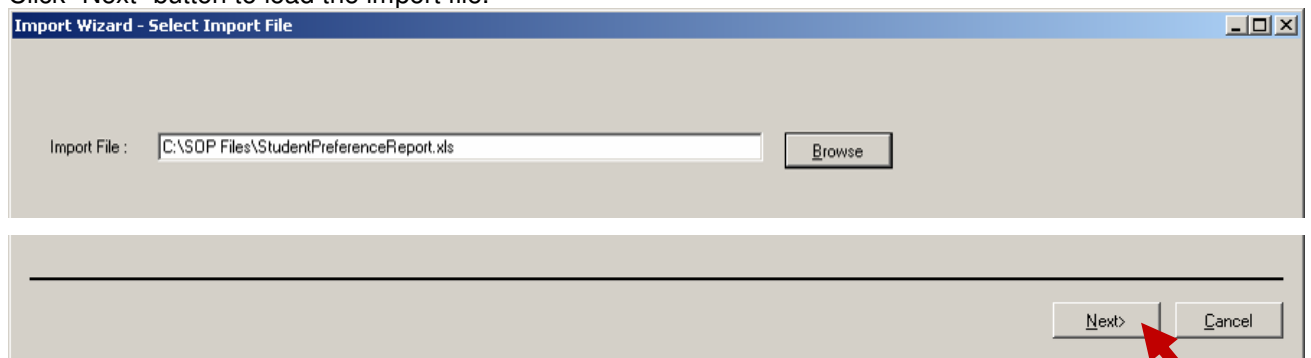
Import File: Browse

Next> Cancel

Select the file for import and click “Open”.



Click “Next” button to load the import file.



The upper window shows the mapping of import field, and the lower window shows the preview of import data. Click “Validate” button if the mapping is filled in.

Import Wizard - Select Import Field

Select Field Mapping :

Table Fields	Import Fields
Student Number	Student Number

Preview Data :

Student Number	Student Name	2Sci	BIO1	CHEM1	PHY1	C&B1	IS1	C
2006018	吳浩賢	1		3	6	2	4	13
2006016	呂寶清		9	10	11	12	13	4
2006015	呂文傑		1	2	3	5	4	12
2006028	姚子玲		5	9	10	11	12	8
2006029	姚子瑛		12	10	13	9	11	2
2006013	廖凱蓓	1		3	13	12	8	4
2006020	徐潔賢		6	5	9	8	1	4
2006017	文振雄		2	6	7	8	4	12

< Back **Validate** Cancel



When validation is finished, no message will be shown in “Error Message” column. Click “Import” button.

Import Wizard - Import Preview

Student Preference

Error	Student Number	Student Name	2Sci	BIO1	CHEM1	PHY1	C&B1	IS1	CLIT1	ECON1	GEO1	C1+B1	P1+B1	P1+BC1	P1+C1	B1	BC1	C1
	2006018	吳浩賢	1		3	6	2	4	13	5	9	1						
	2006016	呂寶清		9	10	11	12	13	4	2	7							
	2006015	呂文傑		1	2	3	5	4	12	6	11							
	2006028	姚子玲		5	9	10	11	12	8	6	3							
	2006029	姚子瑛		12	10	13	9	11	2	1	8							
	2006013	廖凱蓓	1		3	13	12	8	4	5	11		1					
	2006020	徐潔賢		6	5	9	8	1	4	10	2							
	2006017	文振雄		2	6	7	8	4	12	10	3							
	2006007	林燕燕		4	9	13	11	2	10	7	5							
	2006005	林雯莉		5	6	13	10	1	8	2	9							
	2006006	林靈鋒	1		2	7	6	3	13	11	4			1				
	2006011	梁敬業		9	4	6	5	8	2	1	12							
	2006012	梁柏倫	1		9	6	7	8	12	4	13	1						
	2006026	楊華泉		4	12	13	11	3	5	2	8							
	2006019	潘國禧		8	1	9	6	7	3	10	11							

< Back Import Cancel

Click “Yes” to confirm the import.

Confirmation

Are you confirm to import data?

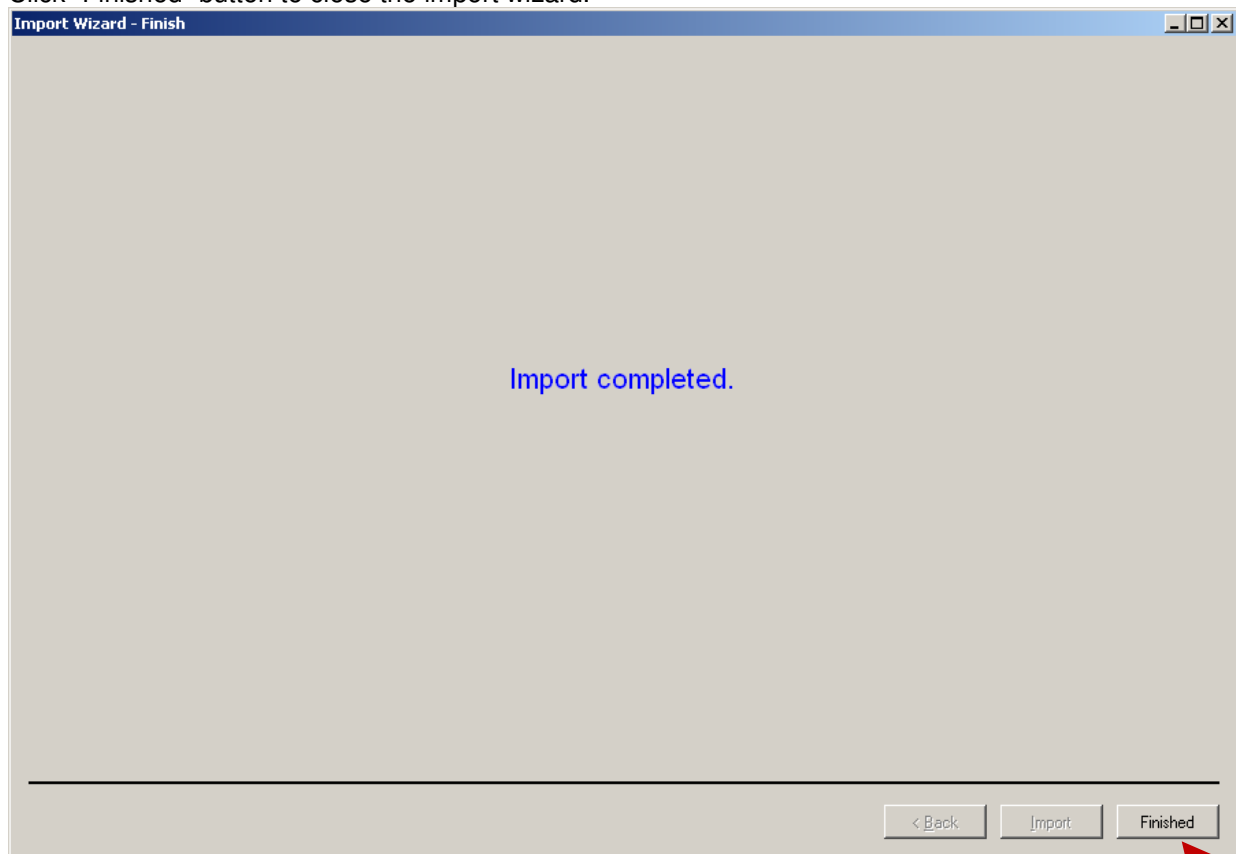
Yes No

Import is completed.

Import completed.

OK

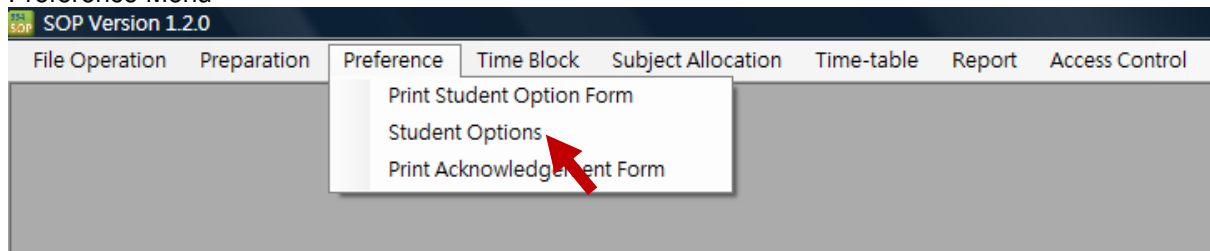
Click “Finished” button to close the import wizard.



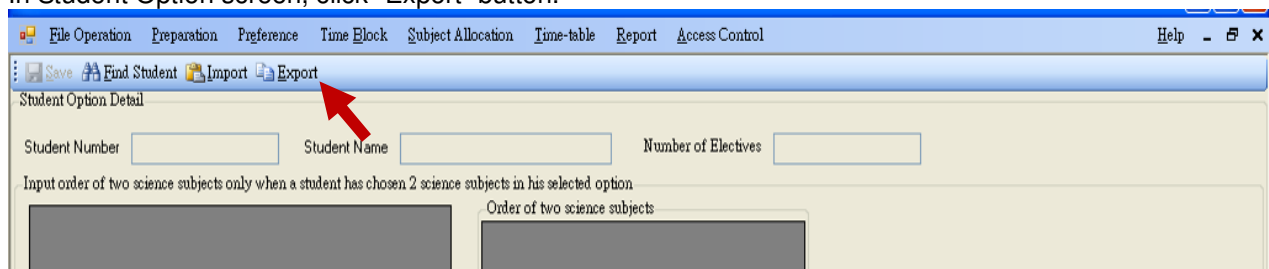
8.2.3 How to export student option

User can export data to Excel/CSV file for further manipulation or export an empty file as a template for import later by clicking Preference Menu (Preference ->Student Options).

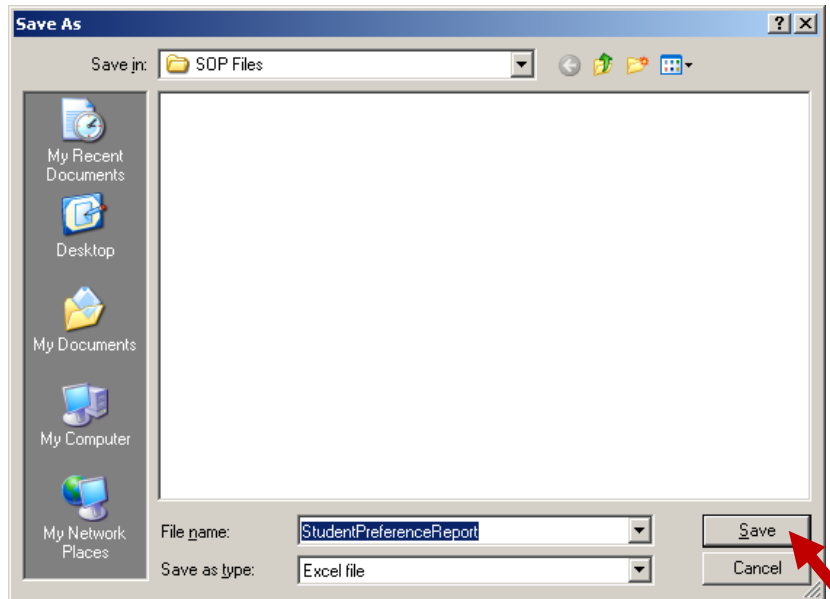
Preference Menu



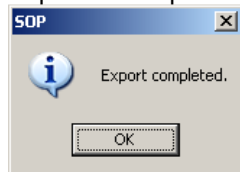
In Student Option screen, click “Export” button.



Select destination folder and input the file name, then click “Save”. (Or user can select CSV file format in “Save as type” before clicking “Save” button.)



Export is completed.



The sample exported file can be opened by Excel as follows:

Microsoft Excel - StudentPreferenceReport

檔案(F) 編輯(E) 檢視(V) 插入(I) 格式(O) 工具(T) 資料(D) 視窗(W) 說明(H) Duplicate 輸入需要解答的問題

MingLiU 10 B I U % , .00 100% 中文簡繁轉換 自動格式設定(A)...

	A	B	C	D	E	F	G	H	I	J	K	L	
	Student Number	Student Name	2Sci	BI01	CHEM1	PHY1	C&B1	IS1	CLIT1	ECON1	GEO1	C1+B1	P1+B
1													
2	2006018	吳浩賢	1	3	6	2	4	13	5	9		1	
3	2006016	呂寶清		9	10	11	12	13	4	2	7		
4	2006015	呂文傑		1	2	3	5	4	12	6	11		
5	2006028	姚子玲		5	9	10	11	12	8	6	3		
6	2006029	姚子瑛		12	10	13	9	11	2	1	8		
7	2006013	廖凱浩	1	3	13	12	8	4	5	11			
8	2006020	徐潔賢		6	5	9	8	1	4	10	2		
9	2006017	文振雄		2	6	7	8	4	12	10	3		
10	2006007	林燕燕		4	9	13	11	2	10	7	5		
11	2006005	林雯莉		5	6	13	10	1	8	2	9		
12	2006006	林霆鋒	1	2	7	6	3	13	11	4			
13	2006011	梁敬業		9	4	6	5	8	2	1	12		
14	2006012	梁柏倫	1	9	6	7	8	12	4	13		1	
15	2006026	楊華泉		4	12	13	11	3	5	2	8		
16	2006019	潘國禧		8	1	9	6	7	3	10	11		
17	2006023	王明旭		9	3	8	10	11	6	12	2		
18	2006021	王春輝		11	9	8	2	4	13	5	10		
19	2006014	盧曉婷		5	4	1	7	8	12	6	2		
20	2007001	陳圓圓	1	2	12	11	6	5	10	4			
21	1234ASD14	陳小強		3	6	4	7	13	10	2	8		
22	45454RRR	陳志球		2	3	12	11	1	13	4	10		
23	2005002	陳漢文		1	2	3	4	5	9	10	12		
24	2006022	黃樂民		1	4	3	2	5	8	9	13		
25	2006024	黃雁平		1	5	2	4	3	13	7	10		
26	2006044	何敬謙		6	2	1	3	5	13	4	6		

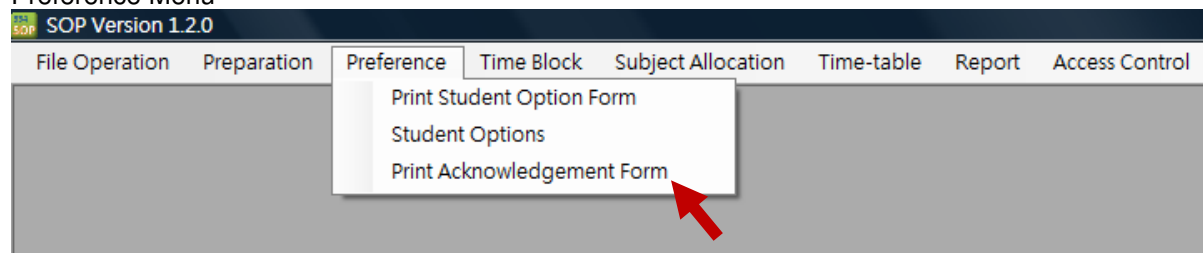
StudentPreferenceReport/

就緒 NUM

8.3 Print Acknowledgement Form

User can print acknowledgement form with time blocks by clicking Preference Menu (Preference -> Print Acknowledgement Form).

Preference Menu



User can either select a class and a range of student number or all students to export, and then edit both header and footer message which will be saved after the export process. Finally, click “Export” button.

File Operation Preparation Preference Time Block Subject Allocation Time-table Report Access Control Help

Export

Class 3A ☒

Student Number from Student Number to

Form Header

Arial Unicode MS 10 **A** **B** *I* U U U U

This is to acknowledge the receipt of your Student Option Form on S4 Elective Subjects. Your selected elective subjects are listed below.

你的「中四選修科目選科表」已收訖。你選擇的科目如下：

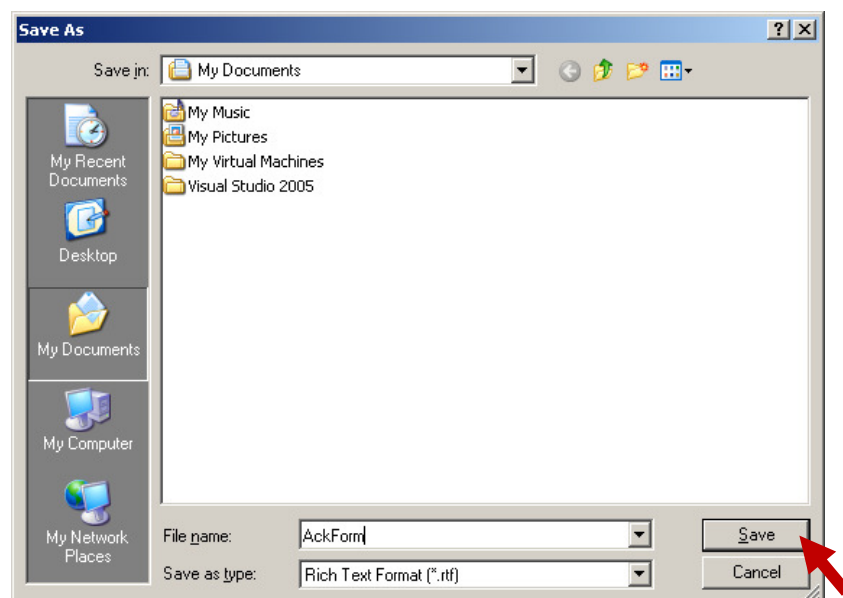
Form Footer

Arial Unicode MS 10 **A** **B** *I* U U U U U

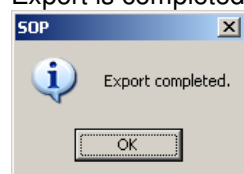
Please check the above listed elective subjects against your copy of Student Option Form on S4 Elective Subjects. For amendments, please contact the General Office in person on or before (Date)

請依煩你的「中四選修科目選科表」副本核對上面所列的科目。如需修改，請於(日期)或之前親到校務處辦理。

Select destination folder and input the form name, then click “Save”.



Export is completed.



Below is a sample exported acknowledgement form in RTF format that is opened by MS Word.

This is to acknowledge the receipt of your Student Option Form on S4 Elective Subjects. Your selected elective subjects are listed below:

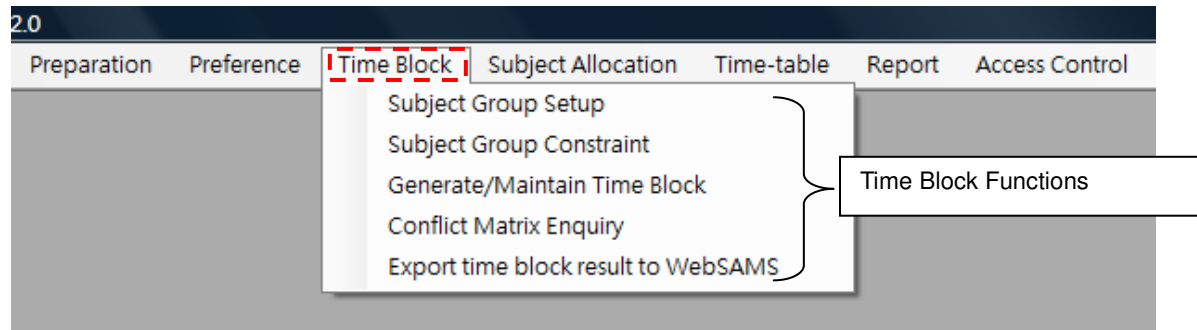
你的「中四選修科目選科表」已收訖。你選擇的科目如下：

Student Number 學生編號:	1234ASD14
Student Name 學生名稱:	陳小強
Class 班別:	3A
Class Number 班別編號:	03
No. of Electives 選修科目數目:	3

Order 次序	Subjects 科目
1	經濟
2	生物
3	物理
4	化學
5	生化
6	地理
7	文學
8	綜科

9 TIME BLOCK

This section shows all Time Block functions, i.e. Subject Group Setup, Subject Group Constraint, Generate/Maintain Time Block, Conflict Matrix Enquiry, and Export time block to WebSAMS.

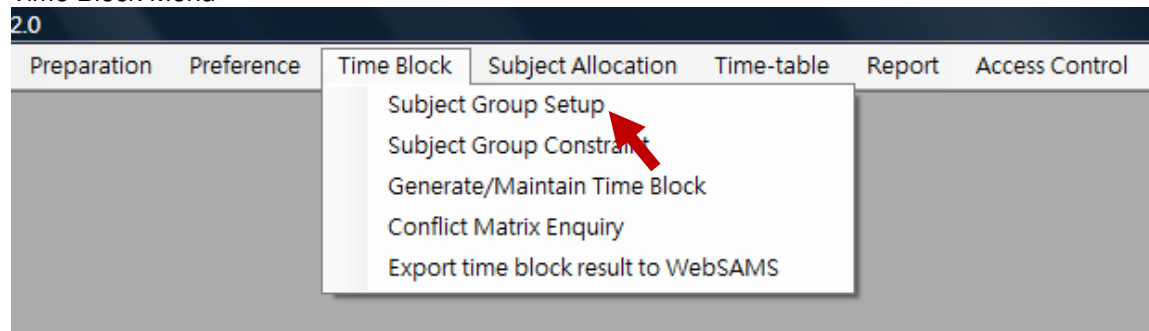


9.1 Subject Group Setup

9.1.1 *How to setup subject group*

User can setup subject groups by clicking Time Block Menu (Time Block -> Subject Group Setup).

Time Block Menu



In the Subject Group Setup screen, user can enter “Max size” (size of each subject group), “No. of Groups” in Subject Group Setup table and Time Block table, and then click “Save” button to process.

Subject Group Setup Table

Subject	Max. Size	No. of Groups	NOR*	1	2	3	4	5	6	7	8	Total
生物	40	1	49	31	12	12	17	11	14	10	7	114
化學	40	1	46	5	19	20	22	28	7	9	7	117
物理	40	1	40	14	8	13	16	18	24	11	13	117
生化	40	1	12	5	10	12	16	20	20	24	9	116
綜科	40	1	18	10	15	16	16	18	12	14	14	115
文學	40	2	54	21	11	13	10	4	10	19	27	115
經濟	40	1	60	14	19	14	9	10	10	17	22	115
地理	40	2	66	19	21	15	9	6	18	11	16	115

* NOR - Number of Requests according to the number of electives students need to take
Number of subject groups in each Time Block

Block	No. of Groups
1	3
2	3
3	4

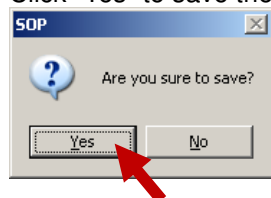
Total number of blocks: 3
Total number of groups: 10

*** Remarks: the Sum of Number of Groups must equal to total number of groups ***

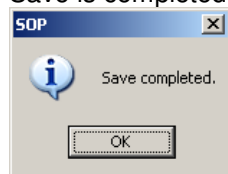
User: sysadmin Database: C:\Documents and Settings\andrewechan\桌面\test.acode

Remarks: the sum of Number of Groups must equal to the total number of groups.

Click “Yes” to save the setting.



Save is completed.



In the Subject Group Setup screen, NOR is based on the best allocation result of each student to calculate.

Example: Student selects two science subjects in his first choice, best allocation result should be “生物”, “化學” and “文學”

File Operation Preparation Preference Time Block Subject Allocation Time-table Report Access Control Help

Save Find Student Import Export

Student Option Detail

Student Number: 00000001 Student Name: Testing Number of Electives: 3

Input order of two science subjects only when a student has chosen 2 science subjects in his selected option

Option	Order
Two Science Subjects 兩科理科科目	1
生物	2
化學	3
物理	
文學	4

Offer	Order
生物 + 化學	1
生物 + 物理	3
化學 + 物理	
生物	
化學	
物理	

Student Number	Student Name	Class	Class Number	Next Year Class	Number of Electives	Two Science Subjects 兩科理科科目
00000001	Testing				3	生物, 化學

Total no. of Students: 1

User: sa Database: D:\SOP Database\Enhancement 1.2\xxx.accde

Although “文學” is his fourth choice, the NOR also increases 1, because the student's best allocation result should include it.

File Operation Preparation Preference Time Block Subject Allocation Time-table Report Access Control Help

Save Export

Subject Group Setup Table

Subject	Max Size	No. of Groups	NOR*	1	2	3	4	Total
生物	40	0	1	1	1	0	0	2
化學	40	0	1	1	0	1	0	2
物理	40	0	0	0	0	0	0	0
文學	40	0	1	0	0	0	1	1

* NOR - Number of Requests according to the number of electives students need to take

Number of subject groups in each Time Block

Block	No. of Groups
1	0
2	0
3	0

Total number of blocks: 3

Total number of groups: 0

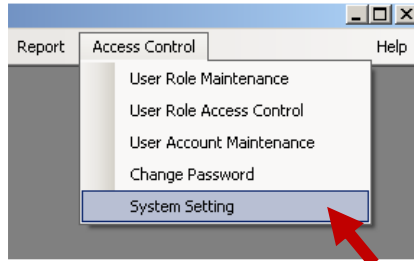
*** Remarks: the Sum of Number of Groups must equal to total number of groups ***

User: sa Database: D:\SOP Database\Enhancement 1.2\xxx.accde

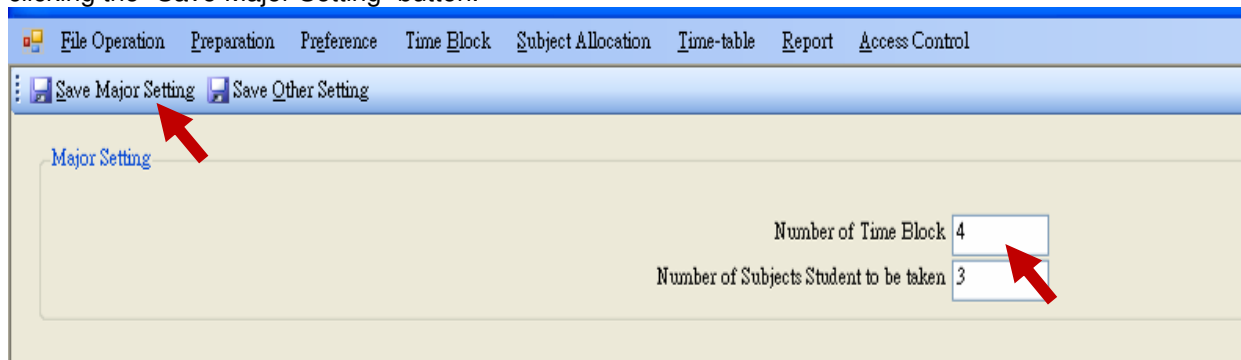
9.1.2 How to change number of time block

User can change the number of time block by clicking the Access Control Menu (Access Control -> System Setting).

Access Control Menu

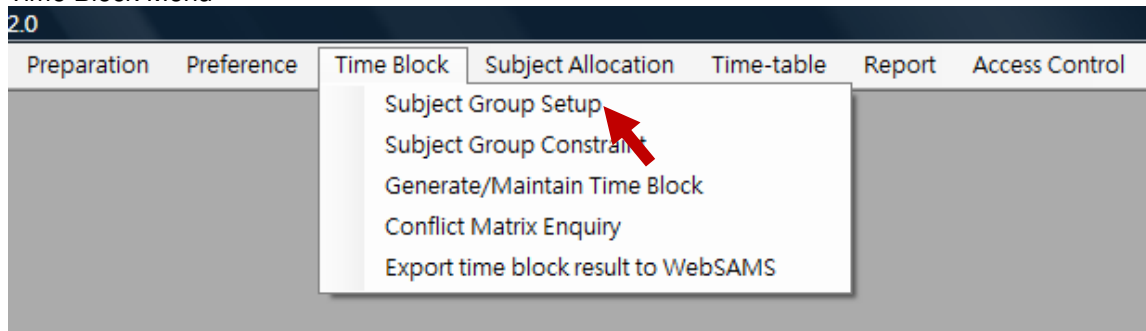


Change the value of Number of Time Block (e.g. changed from 3 to 4), and save the settings by clicking the "Save Major Setting" button.



After changing the number of time block, user has to setup Subject Group again by clicking Time Block Menu (Time Block -> Subject Group Setup).

Time Block Menu



User will find a new time block created in the Subject Group Setup screen. Check the number of groups and then click “Save” button to process.

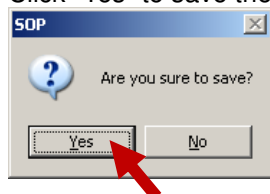
Subject	Max. Size	No. of Groups	NOR*	1	2	3	4	5	6	7	8	Total
生物	40	1	49	31	12	12	17	11	14	10	7	114
化學	40	1	46	5	19	20	22	28	7	9	7	117
物理	40	1	40	14	8	13	16	18	24	11	13	117
生化	40	1	12	5	10	12	16	20	20	24	9	116
綜科	40	1	18	10	15	16	16	18	12	14	14	115
文學	40	2	54	21	11	13	10	4	10	19	27	115
經濟	40	1	60	14	19	14	9	10	10	17	22	115
地理	40	2	66	19	21	15	9	6	18	11	16	115

Block	No. of Groups
1	3
2	3
3	4
4	0

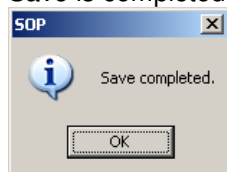
Total number of blocks: 4
Total number of groups: 10

*** Remarks: the Sum of Number of Groups must equal to total number of groups ***

Click “Yes” to save the setting.



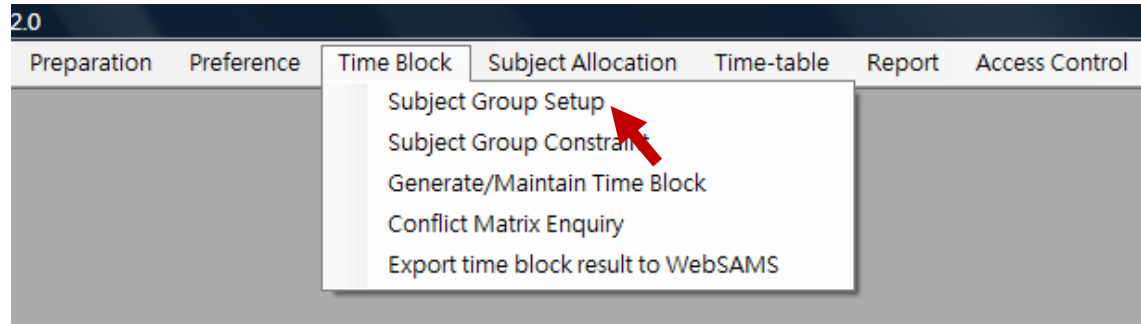
Save is completed.



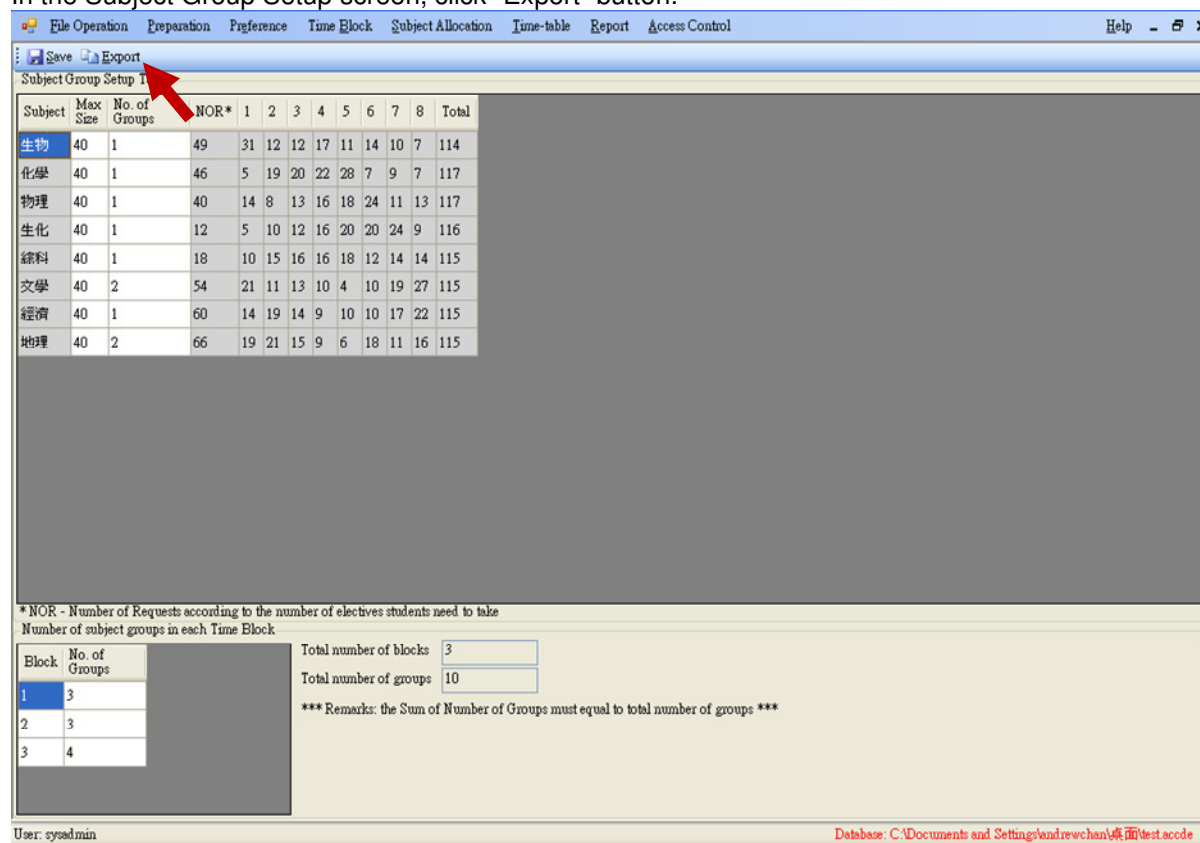
9.1.3 How to export subject group

User can export data to Excel/CSV file by clicking Time Block Menu (Time Block -> Subject Group Setup).

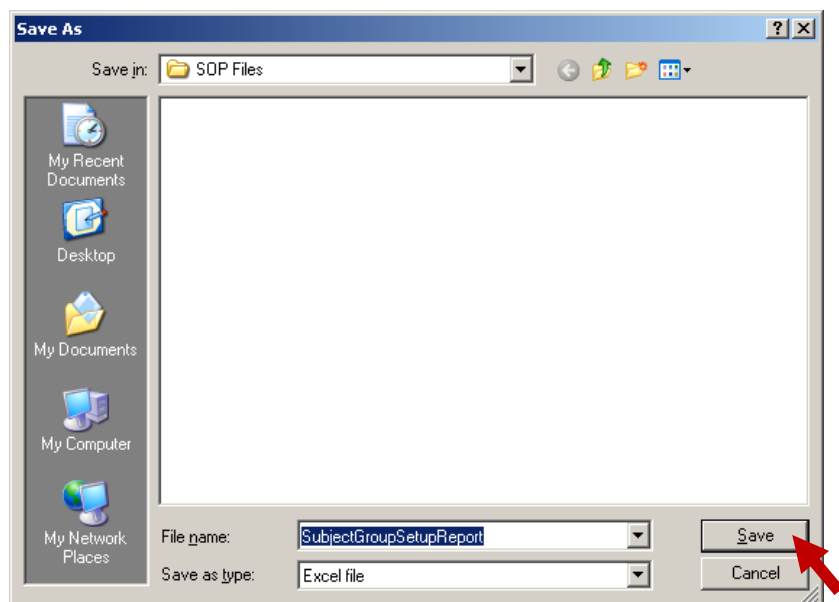
Time Block Menu



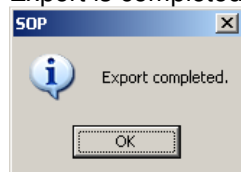
In the Subject Group Setup screen, click "Export" button.



Select destination folder and input the file name, then click “Save”. (Or user can select CSV file format in “Save as type” before clicking “Save” button.)



Export is completed.



A sample exported file that is opened by Excel is shown as follows:

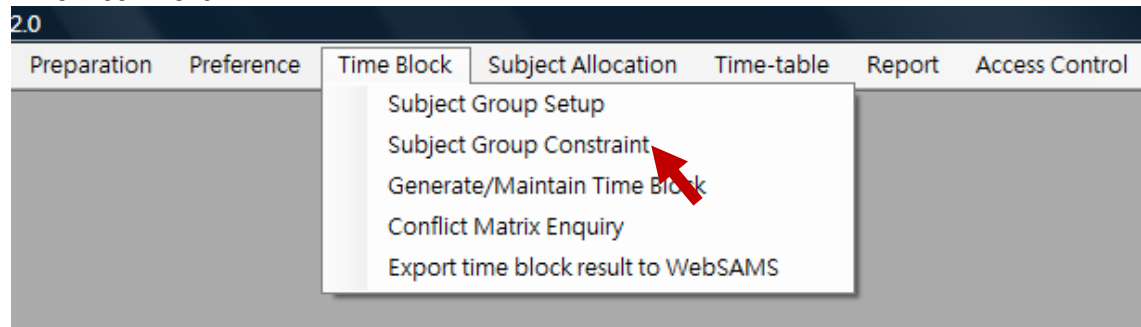
	A	B	C	D	E	F	G	H	I	J
1	Subject	Max Size	No. of Groups	NOR*	1	2	3	4	5	6
2	生物	40	1	49	31	12	12	17	11	
3	化學	40	1	46	5	19	20	22	28	
4	物理	40	1	40	14	8	13	16	18	
5	生化	40	1	12	5	10	12	16	20	
6	綜科	40	1	18	10	15	16	16	18	
7	文學	40	2	54	21	11	13	10	4	
8	經濟	40	1	60	14	19	14	9	10	
9	地理	40	2	66	19	21	15	9	6	
10										
11										
12										
13										
14										
15										
16										

9.2 Subject Group Constraint

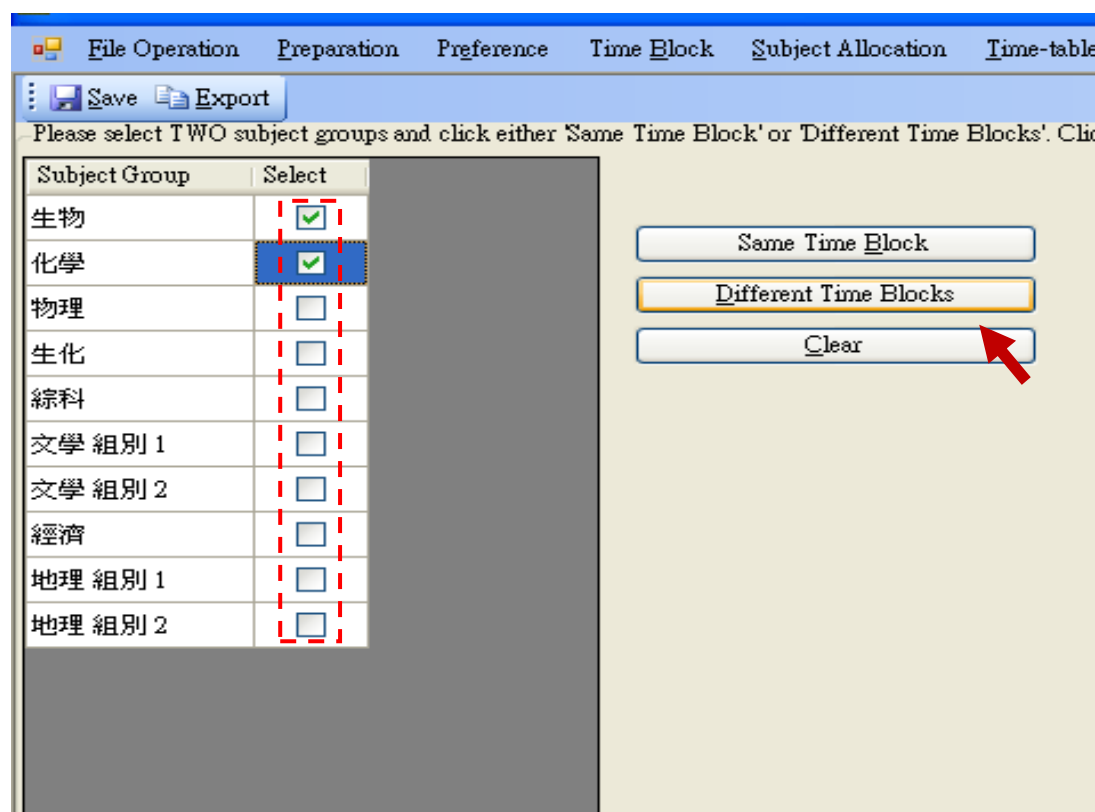
9.2.1 How to set two subject groups to be allocated into different time blocks

User can set subject group constraint by clicking Time Block Menu (Time Block -> Subject Group Constraint).

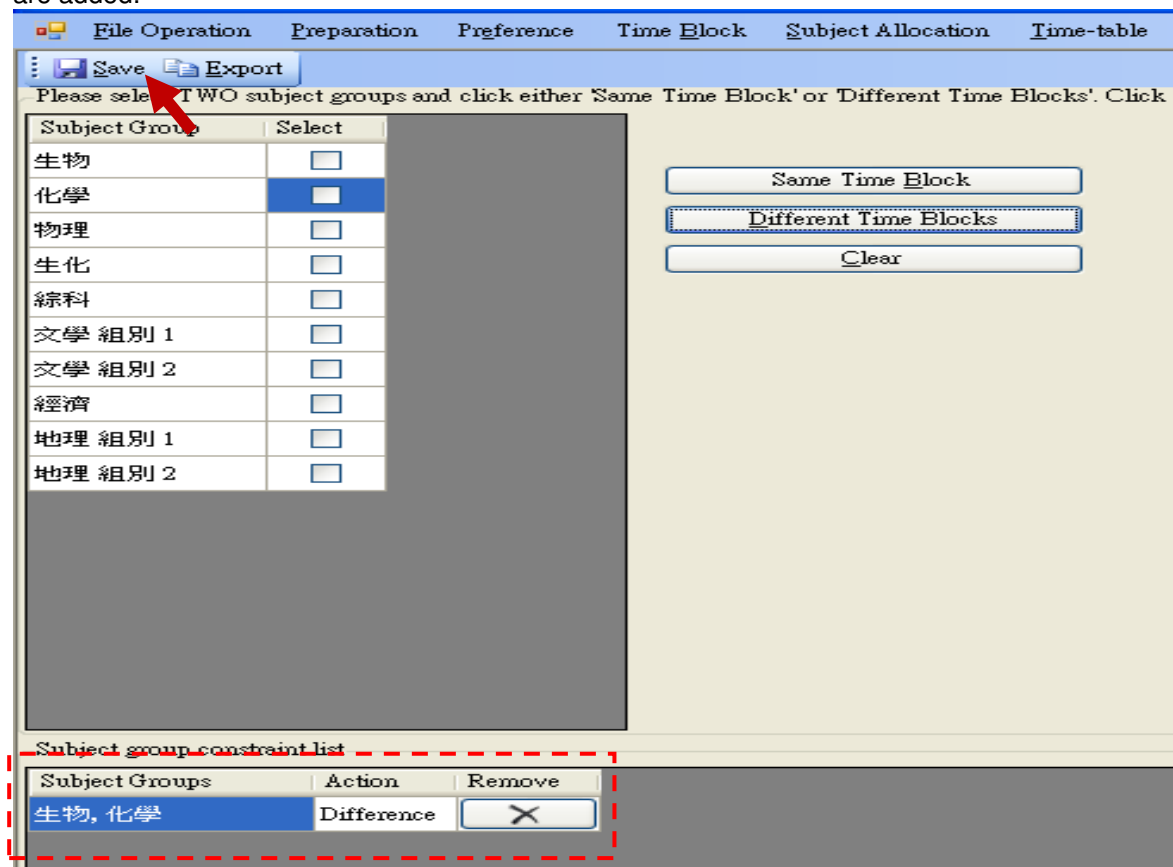
Time Block Menu



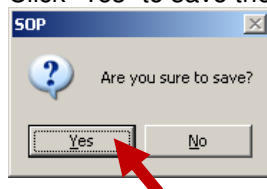
In the Subject Group Constraint screen, check two subjects and then click "Different Time Blocks" button.



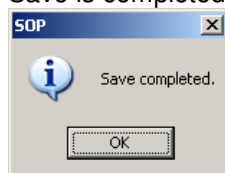
The constraint will be added to 'Subject group constraint list', click "Save" button when all constraints are added.



Click "Yes" to save the setting.



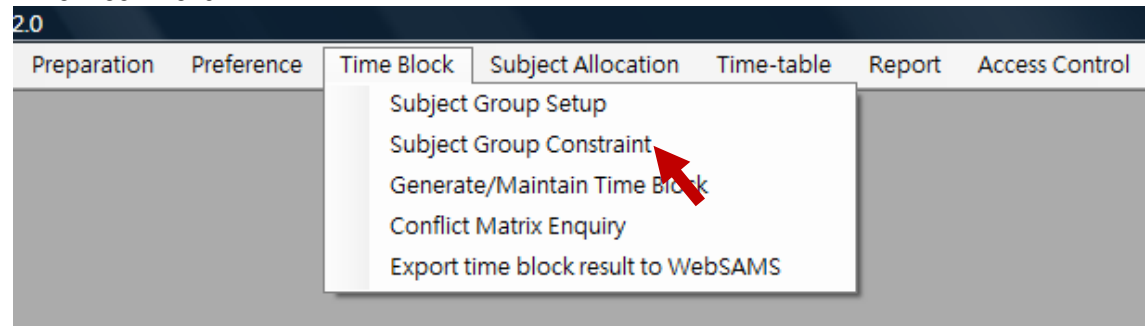
Save is completed.



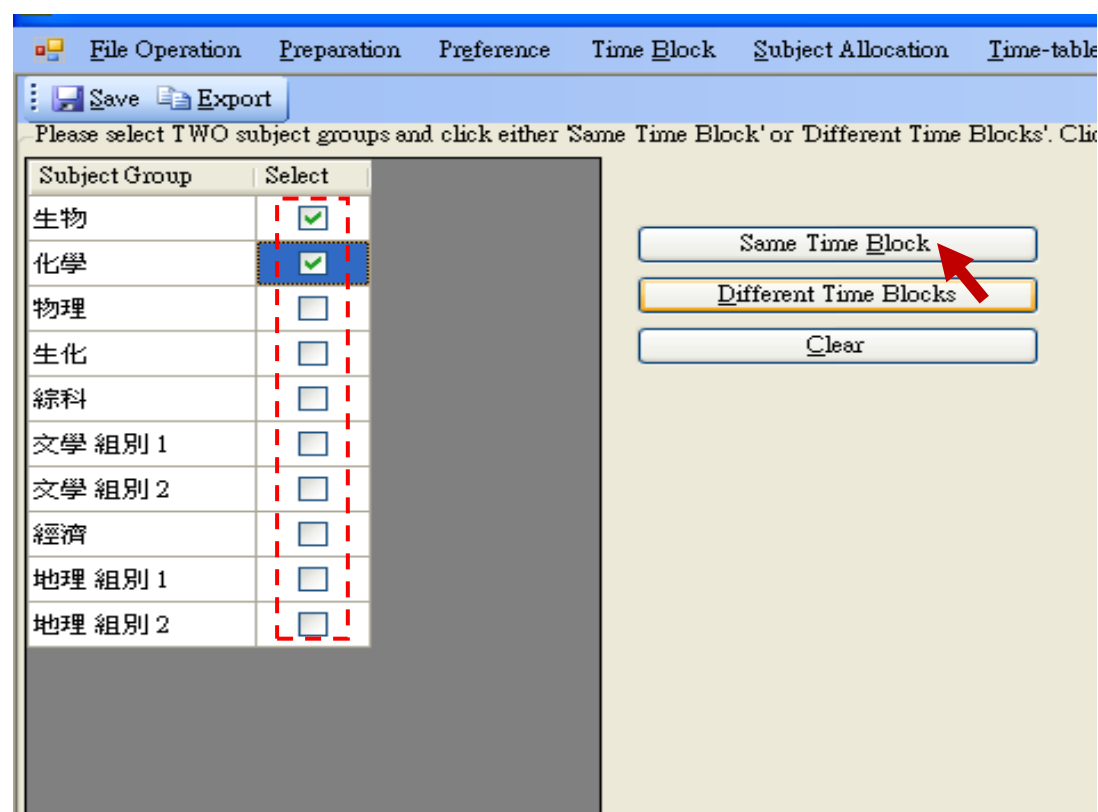
9.2.2 How to set two subject groups to be allocated into same time block

User can set subject group constraint by clicking Time Block Menu (Time Block -> Subject Group Constraint).

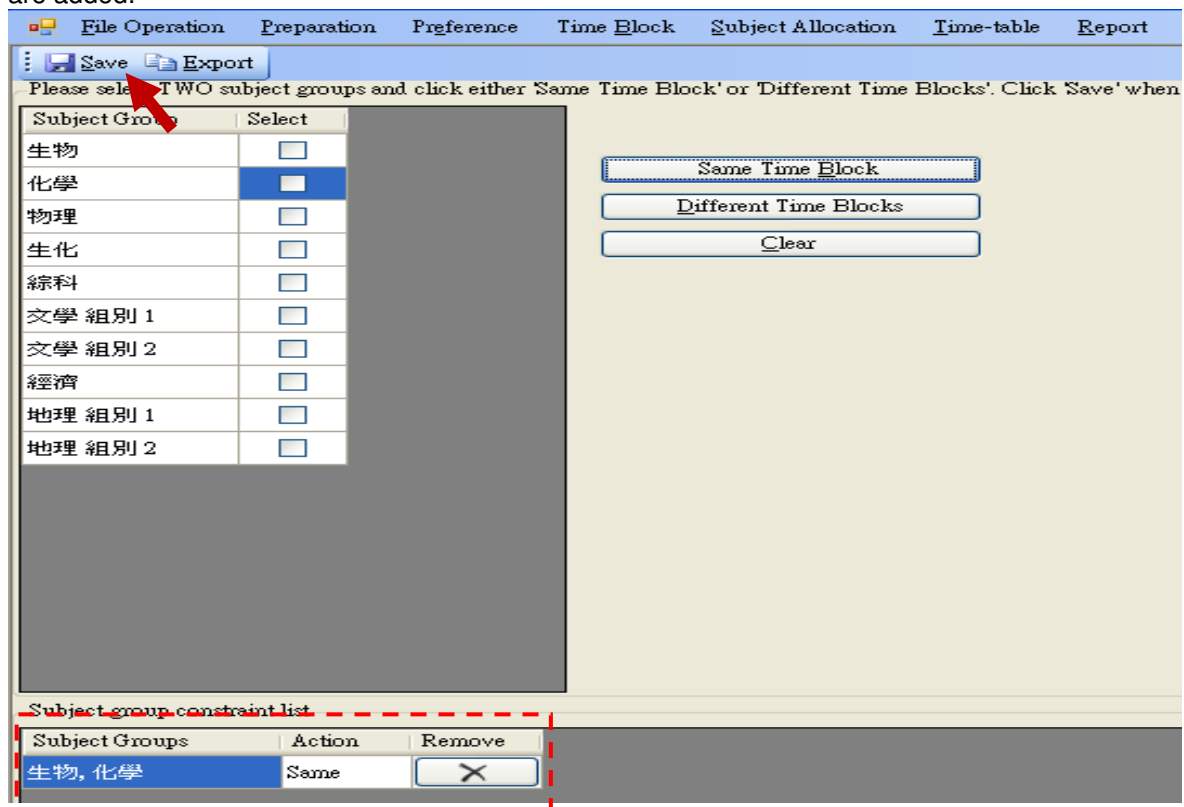
Time Block Menu



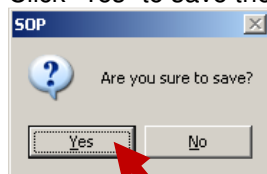
In the Subject Group Constraint screen, check two subjects and then click "Same Time Block" button.



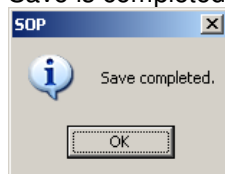
The constraint will be added to 'Subject group constraint list'. Click "Save" button when all constraints are added.



Click "Yes" to save the setting.



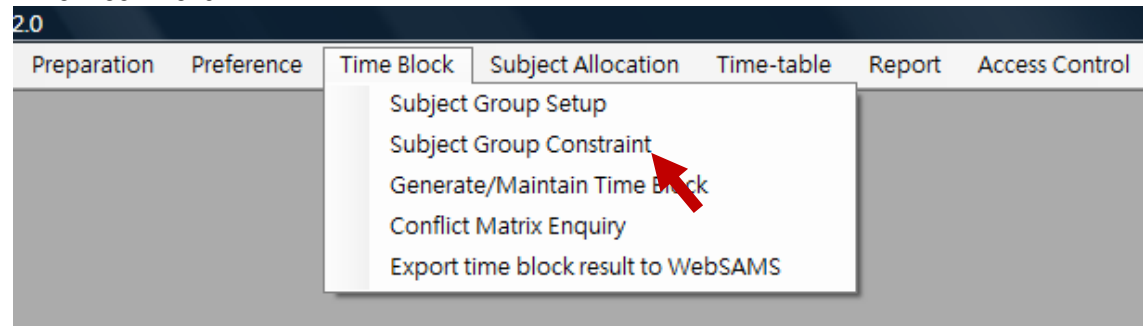
Save is completed.



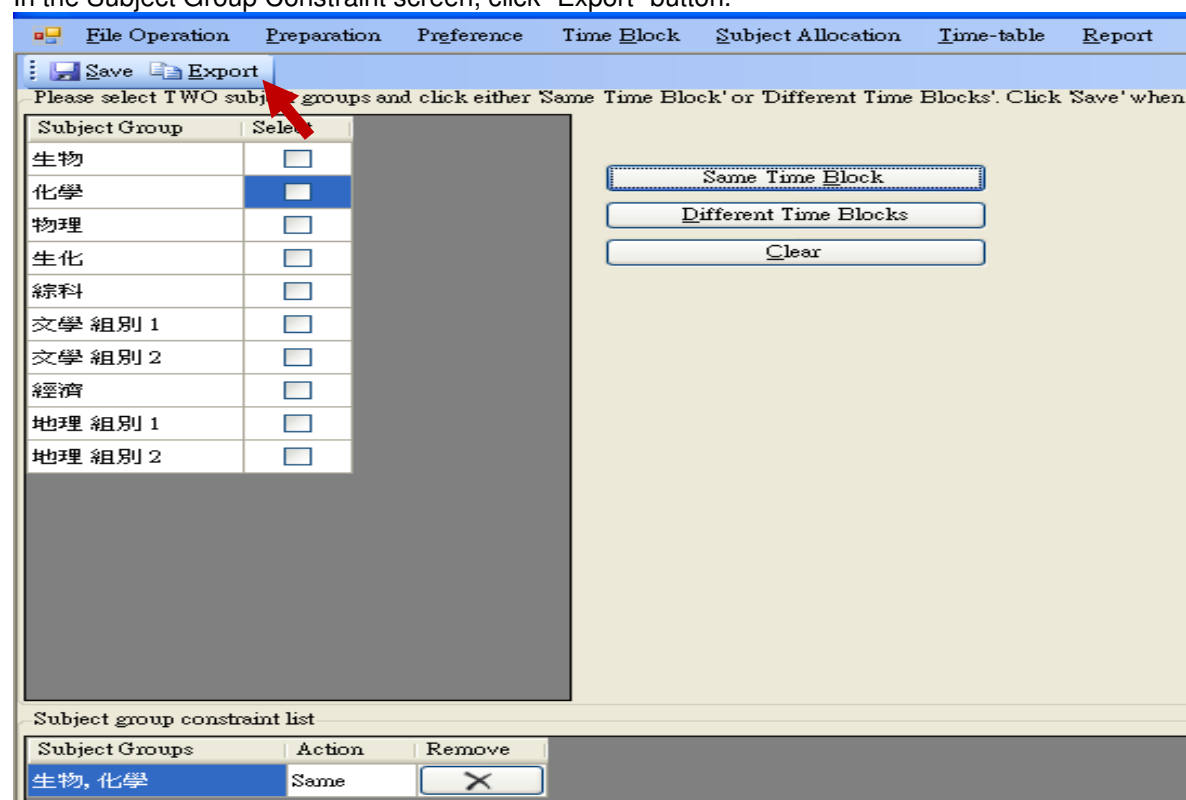
9.2.3 How to export subject group constraint

User can export data to Excel/CSV file by clicking Time Block Menu (Time Block -> Subject Group Constraint).

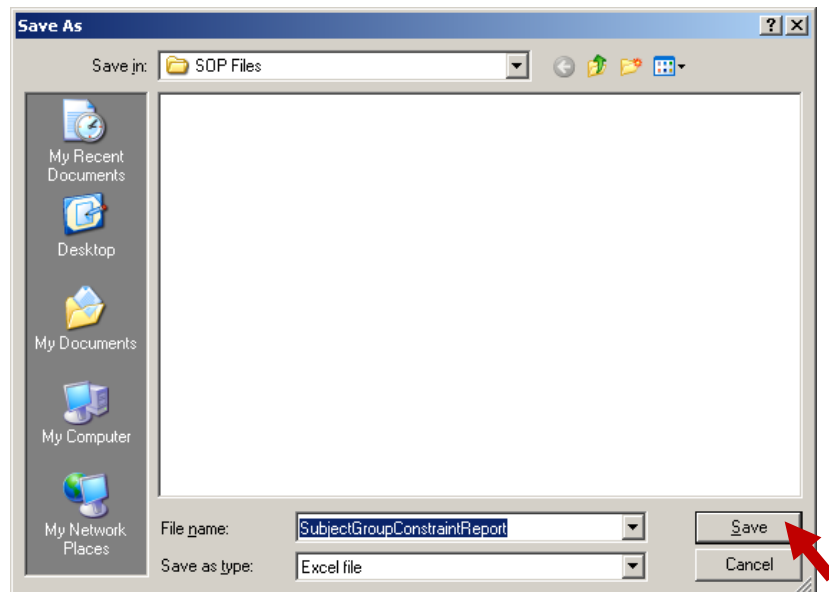
Time Block Menu



In the Subject Group Constraint screen, click "Export" button.



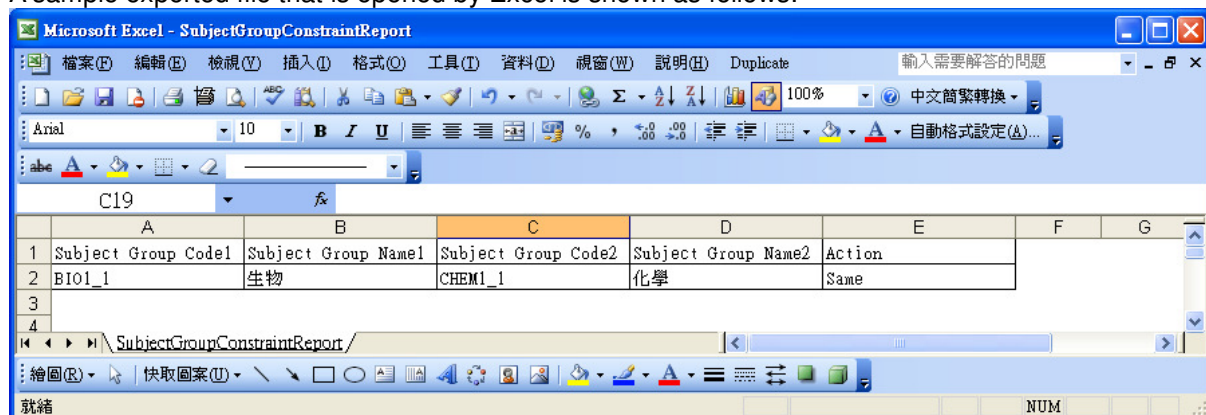
Select destination folder and input the file name, then click “Save”. (Or user can select CSV file format in “Save as type” before clicking “Save” button.)



Export is completed.



A sample exported file that is opened by Excel is shown as follows:

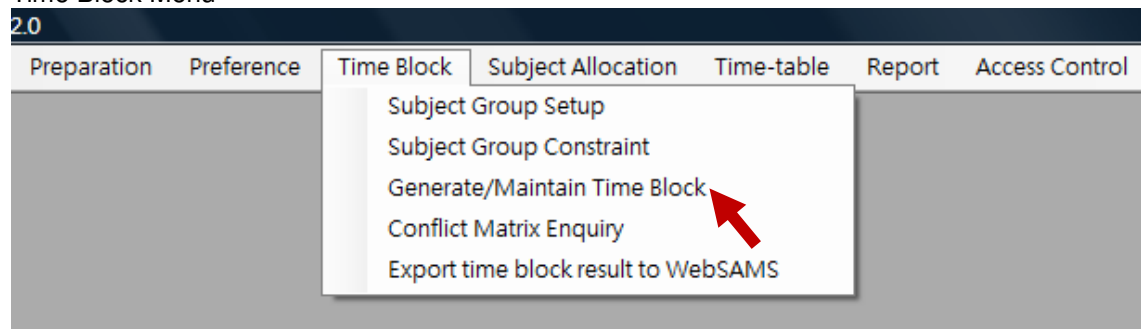


9.3 Generate/Maintain Time Block

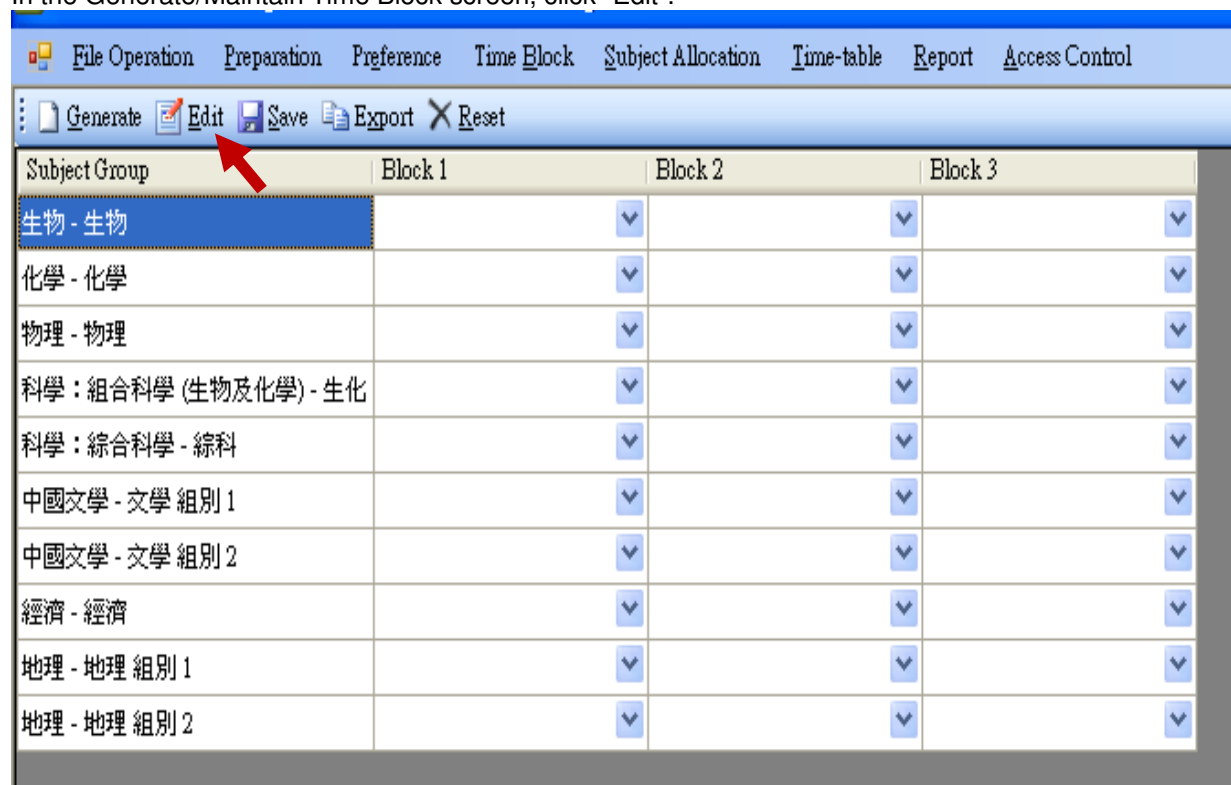
9.3.1 *How to manually assign subject groups into time blocks*

User can allocate subject groups into time blocks manually by clicking Time Block Menu (Time Block - > Generate/Maintain Time Block).

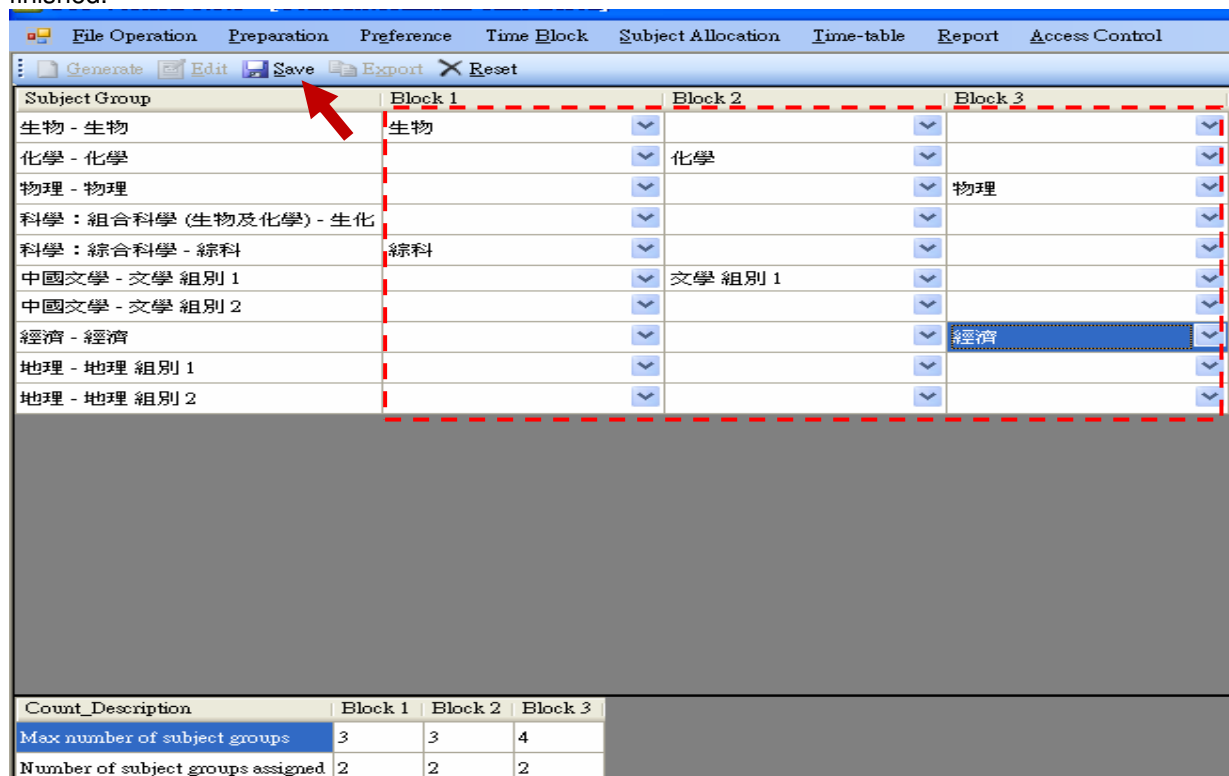
Time Block Menu



In the Generate/Maintain Time Block screen, click "Edit".



User can freely allocate subject groups in different time blocks. Click "Save" button when allocation is finished.

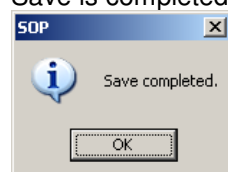


The screenshot shows the 'Subject Allocation' window with a menu bar (File Operation, Preparation, Preference, Time Block, Subject Allocation, Time-table, Report, Access Control) and a toolbar (Generate, Edit, Save, Export, Reset). A red arrow points to the 'Save' button. Below the toolbar is a table with columns: Subject Group, Block 1, Block 2, and Block 3. The table lists various subject groups and their allocations across the three blocks. At the bottom, there is a summary table.

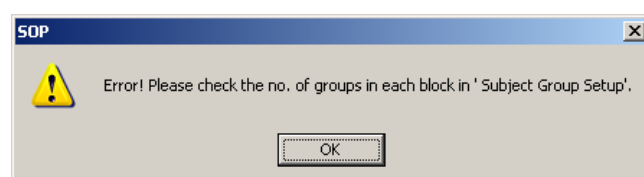
Subject Group	Block 1	Block 2	Block 3
生物 - 生物	生物		
化學 - 化學		化學	
物理 - 物理			物理
科學：組合科學 (生物及化學) - 生化			
科學：綜合科學 - 綜科	綜科		
中國文學 - 文學 組別 1		文學 組別 1	
中國文學 - 文學 組別 2			
經濟 - 經濟			經濟
地理 - 地理 組別 1			
地理 - 地理 組別 2			

Count_Description	Block 1	Block 2	Block 3
Max number of subject groups	3	3	4
Number of subject groups assigned	2	2	2

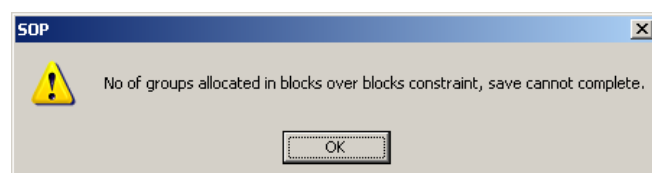
Save is completed.



Remarks:



Validation: If the subject group is not completed, user will get the above message. User cannot open the form when opening 'Generate/ Maintain Time Block'.

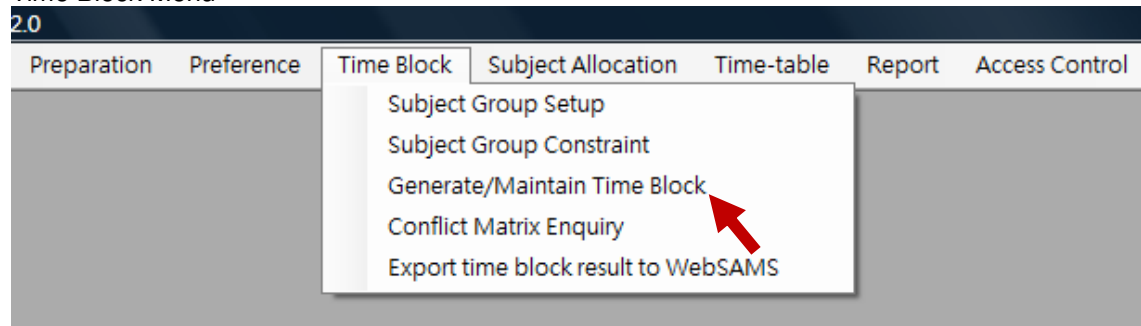


Validation: If the number of manually assigned subject groups in each block is over the maximum number of subject groups in that block, user will get the above message and the record cannot be saved.

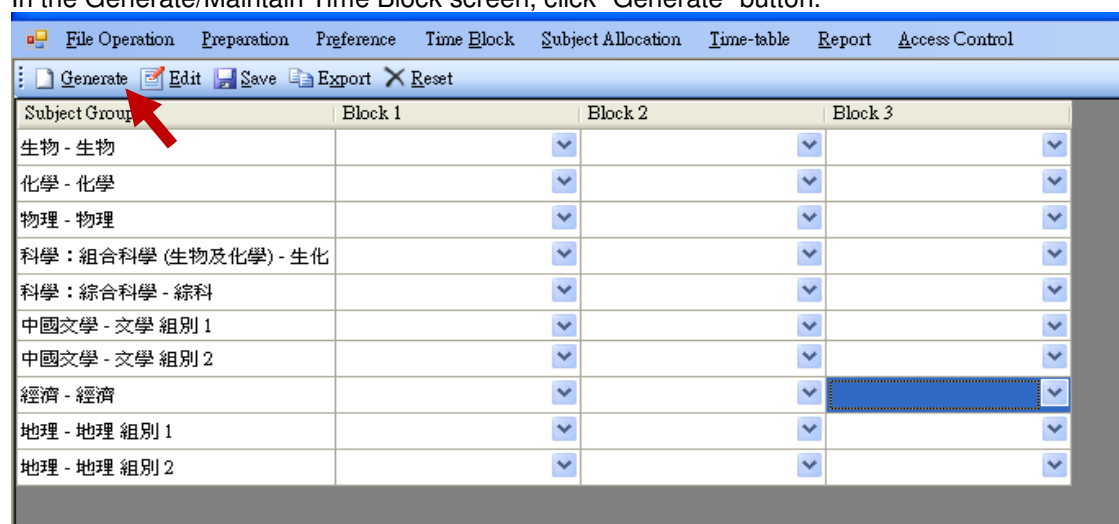
9.3.2 How to generate subject groups into time blocks

User can generate subject groups into time blocks by clicking Time Block Menu (Time Block -> Generate/Maintain Time Block). The allocation will base on the best satisfaction rate of students' options and the inputted constraints.

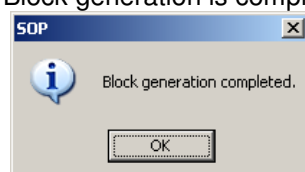
Time Block Menu



In the Generate/Maintain Time Block screen, click "Generate" button.



Block generation is completed.



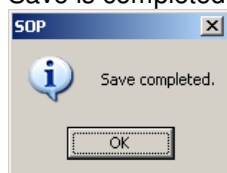
Click “Save” button to save the generated settings.

The screenshot shows the 'Subject Allocation' tab of the Student Option Programme. The 'Save' button in the top toolbar is highlighted with a red arrow. Below the toolbar is a table with columns for 'Subject Group', 'Block 1', 'Block 2', and 'Block 3'. The table lists various subject groups and their assigned blocks. At the bottom, there is a summary table showing the count of subject groups assigned to each block.

Subject Group	Block 1	Block 2	Block 3
生物 - 生物			生物
化學 - 化學			化學
物理 - 物理		物理	
科學：組合科學 (生物及化學) - 生化	生化		
科學：綜合科學 - 綜科			綜科
中國文學 - 文學 組別 1			文學 組別 1
中國文學 - 文學 組別 2		文學 組別 2	
經濟 - 經濟	經濟		
地理 - 地理 組別 1		地理 組別 1	
地理 - 地理 組別 2	地理 組別 2		

Count/Description	Block 1	Block 2	Block 3
Max number of subject groups	3	3	4
Number of subject groups assigned	3	3	4

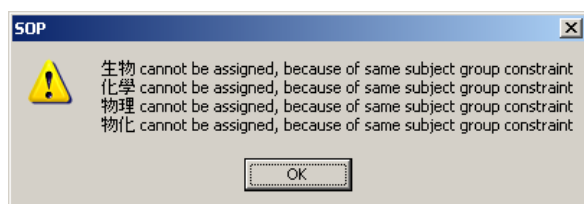
Save is completed.



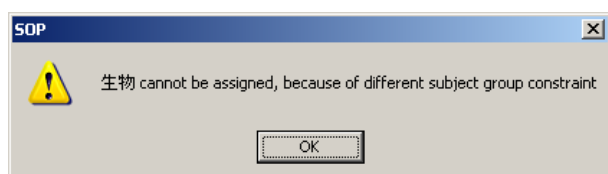
Remarks:

User can modify the generated time block by clicking “Edit” button. Click “Save” when modification is completed.

The time block generation will not overwrite the subject groups that are allocated manually.



Validation: Under the same subject group constraint, the number of subject groups assigned exceeds the maximum number of subject groups in that block. User will get the above warning message when generating time block.

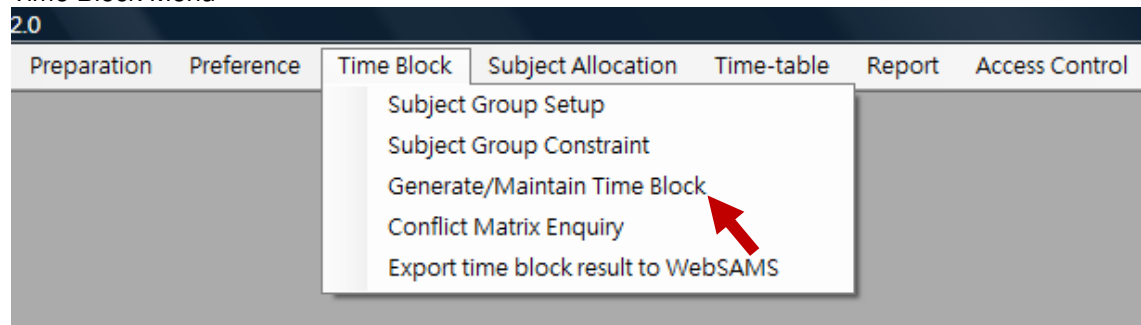


Validation: If User assigns too many different subject group constraints, user may get the above warning message when generating time block.

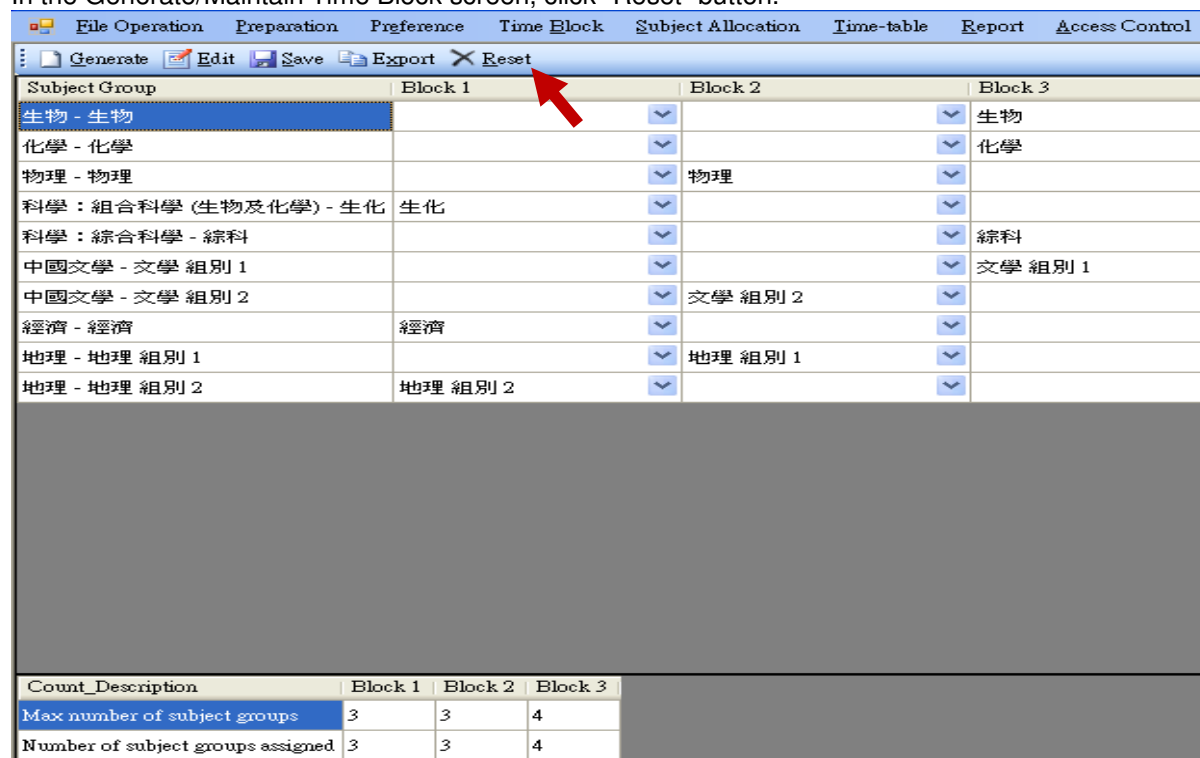
9.3.3 How to reset time block generated result

User can reset time block generated result by clicking Time Block Menu (Time Block -> Generate/Maintain Time Block).

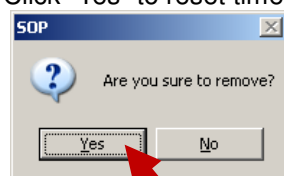
Time Block Menu



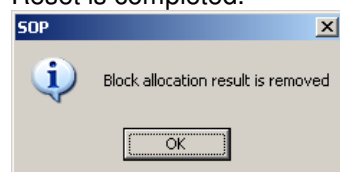
In the Generate/Maintain Time Block screen, click "Reset" button.



Click "Yes" to reset time block.



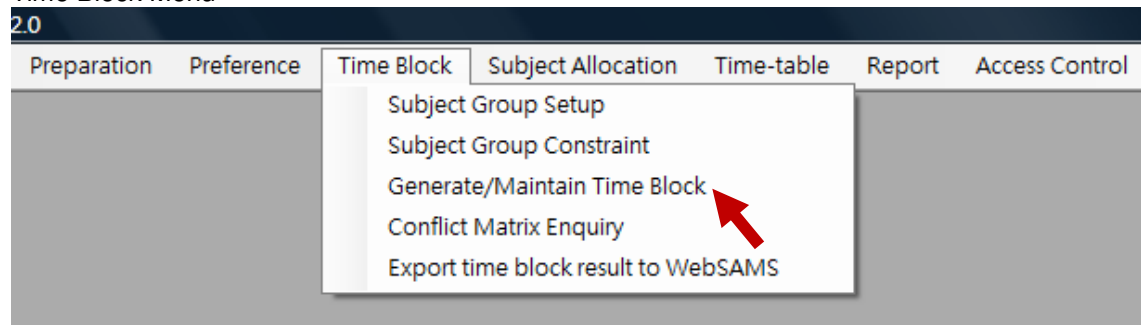
Reset is completed.



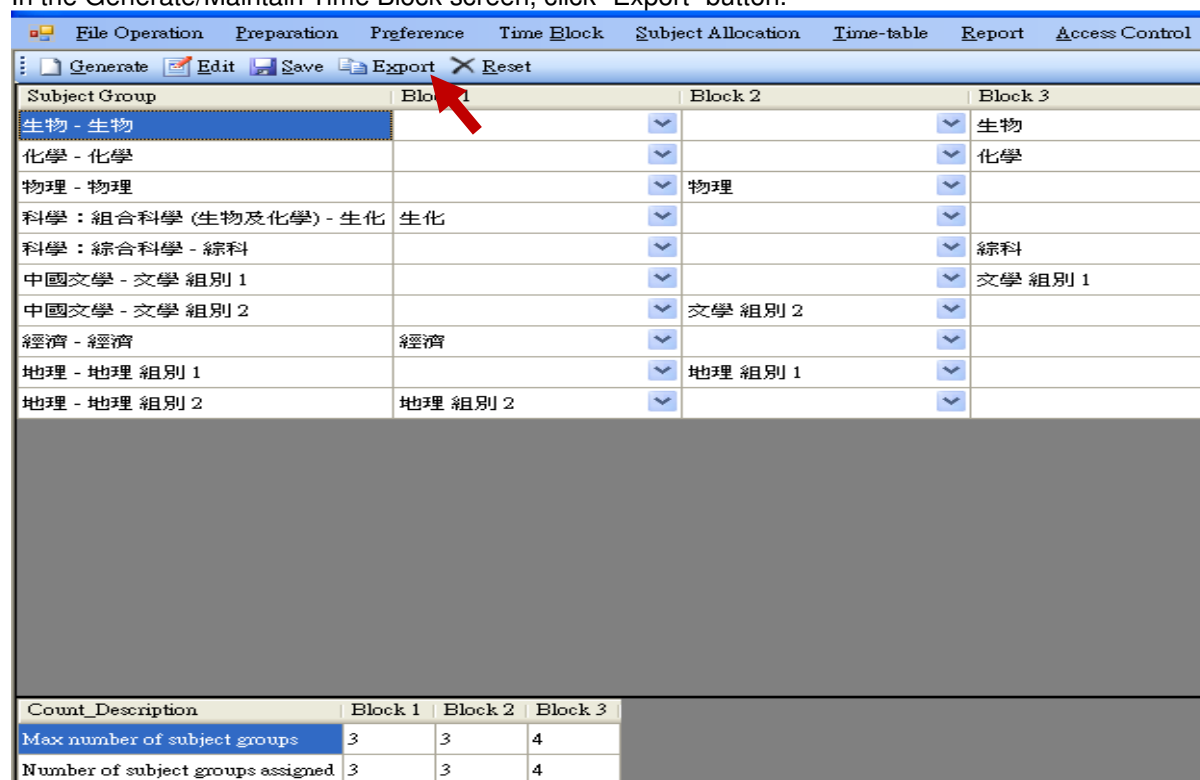
9.3.4 How to export time block

User can export data to Excel/CSV file by clicking Time Block Menu (Time Block -> Generate/Maintain Time Block).

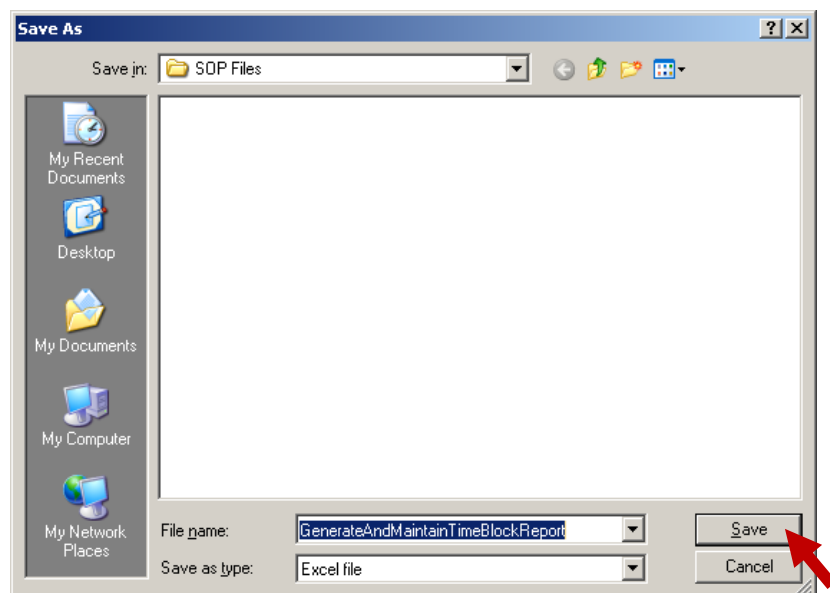
Time Block Menu



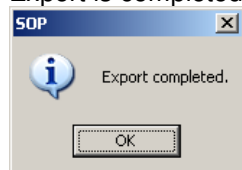
In the Generate/Maintain Time Block screen, click “Export” button.



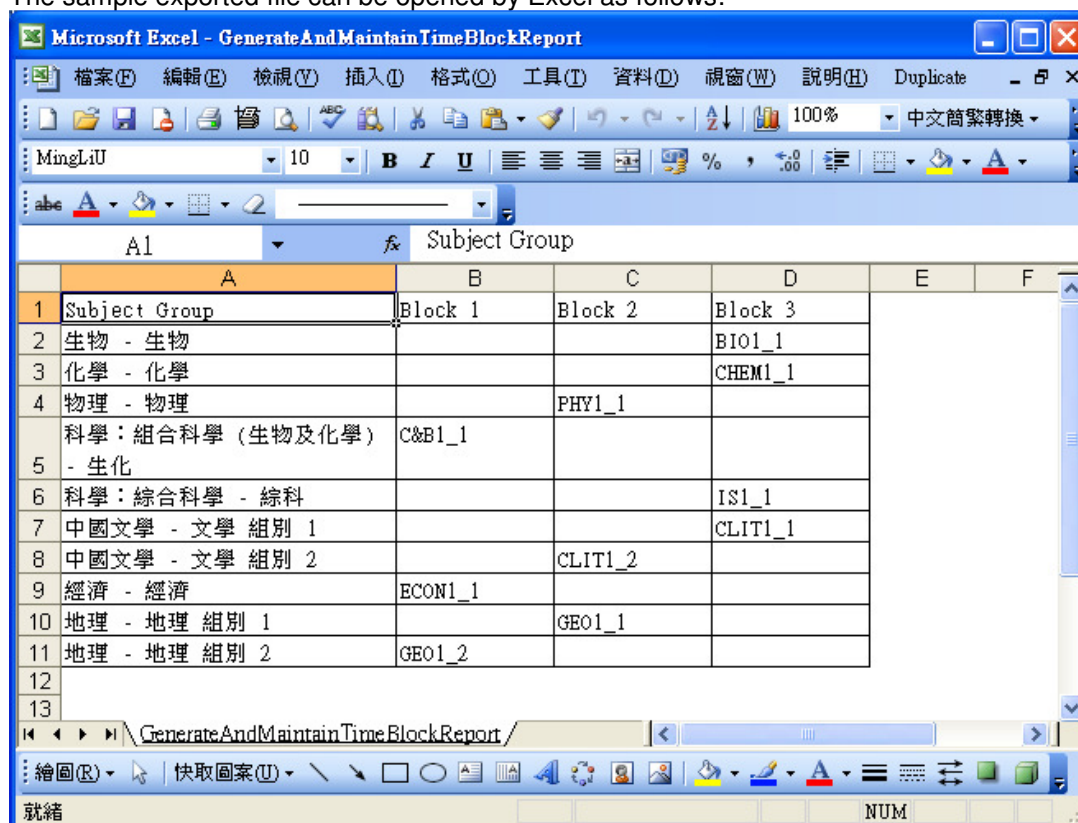
Select destination folder and input the file name, then click “Save”. (Or user can select CSV file format in “Save as type” before clicking “Save” button.)



Export is completed.



The sample exported file can be opened by Excel as follows:

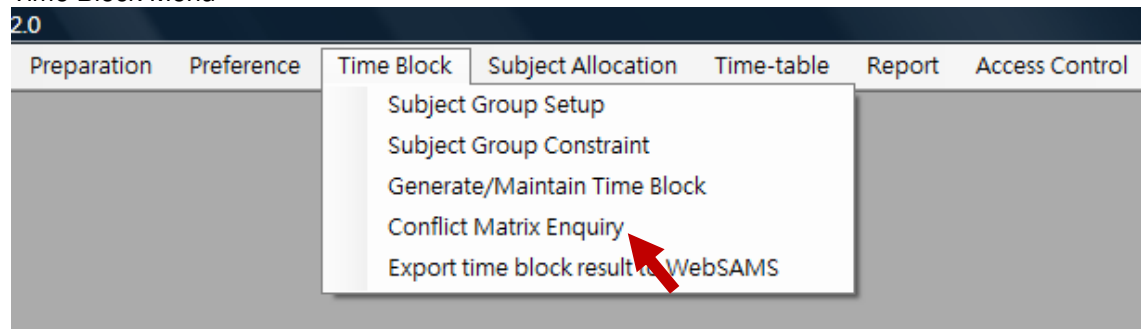


9.4 Conflict Matrix Enquiry

9.4.1 How to enquire conflict matrix

Conflict matrix screen counts the number of the students between 2 subjects that are selected as their best allocation result. User can enquire the conflict matrix by clicking Time Block Menu (Time Block -> Conflict Matrix Enquiry).

Time Block Menu



Conflict Matrix result is shown on the screen below. 37 students have selected '地理' and '經濟' as their best allocation result. Therefore, these two subjects are recommended to be put into different time blocks.

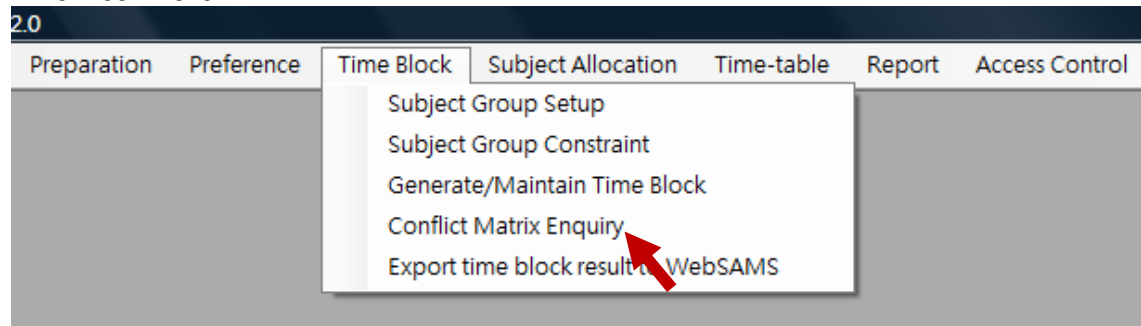
Subject	生物	化學	物理	生化	綜科	文學	經濟	地理
生物	NA	35	25	0	0	9	12	17
化學	35	NA	25	0	0	8	10	14
物理	25	25	NA	9	0	5	8	8
生化	0	0	9	NA	0	3	5	7
綜科	0	0	0	0	NA	11	12	13
文學	9	8	5	3	11	NA	36	36
經濟	12	10	8	5	12	36	NA	37
地理	17	14	8	7	13	36	37	NA

User: sysadmin Database: C:\Documents and Settings\andrewchan\桌面\test.accode

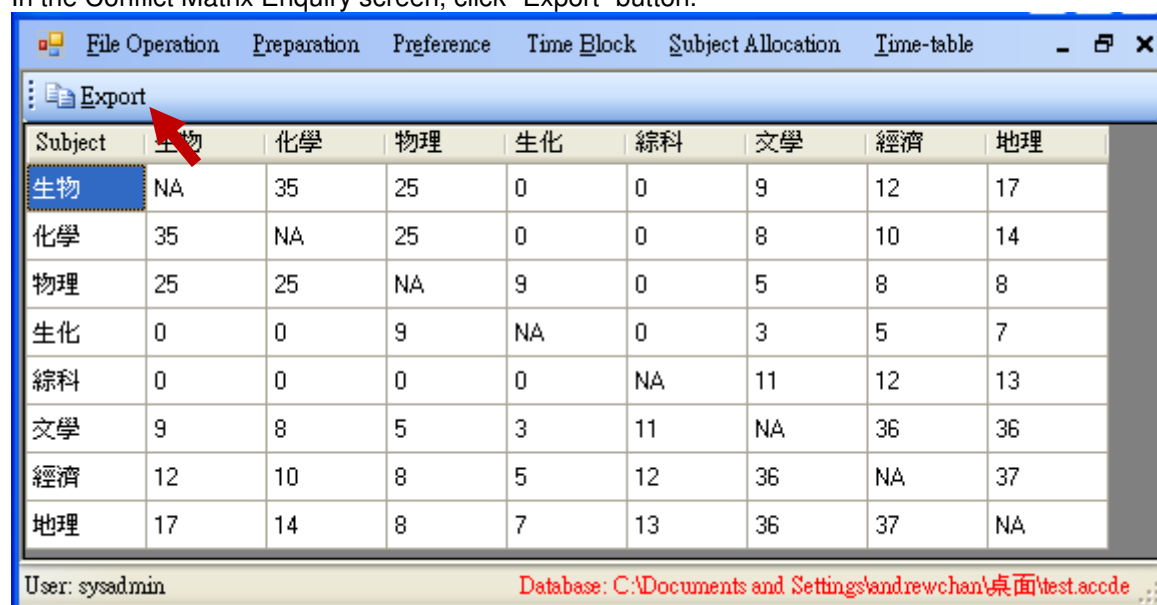
9.4.2 How to export conflict matrix

User can export data to Excel/CSV file by clicking Time Block Menu (Time Block -> Conflict Matrix Enquiry).

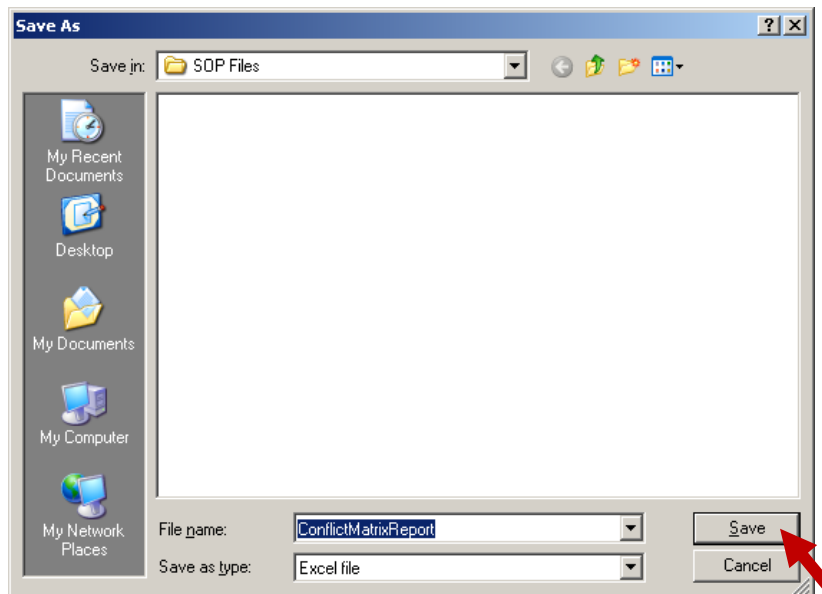
Time Block Menu



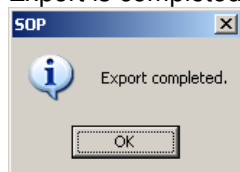
In the Conflict Matrix Enquiry screen, click “Export” button.



Select destination folder and input the file name, then click “Save”. (Or user can select CSV file format in “Save as type” before clicking “Save” button.)



Export is completed.



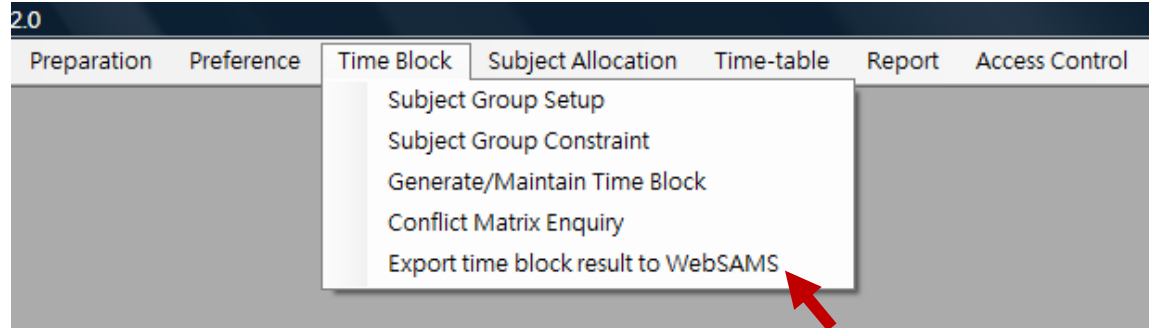
The sample exported file can be opened by Excel as follows:

	A	B	C	D	E	F	G	H	I
1	Subject	生物	化學	物理	生化	綜科	文學	經濟	地理
2	生物	NA	35	25	0	0	9	12	17
3	化學	35	NA	25	0	0	8	10	14
4	物理	25	25	NA	9	0	5	8	8
5	生化	0	0	9	NA	0	3	5	7
6	綜科	0	0	0	0	NA	11	12	13
7	文學	9	8	5	3	11	NA	36	36
8	經濟	12	10	8	5	12	36	NA	37
9	地理	17	14	8	7	13	36	37	NA
10									
11									
12									
13									
14									

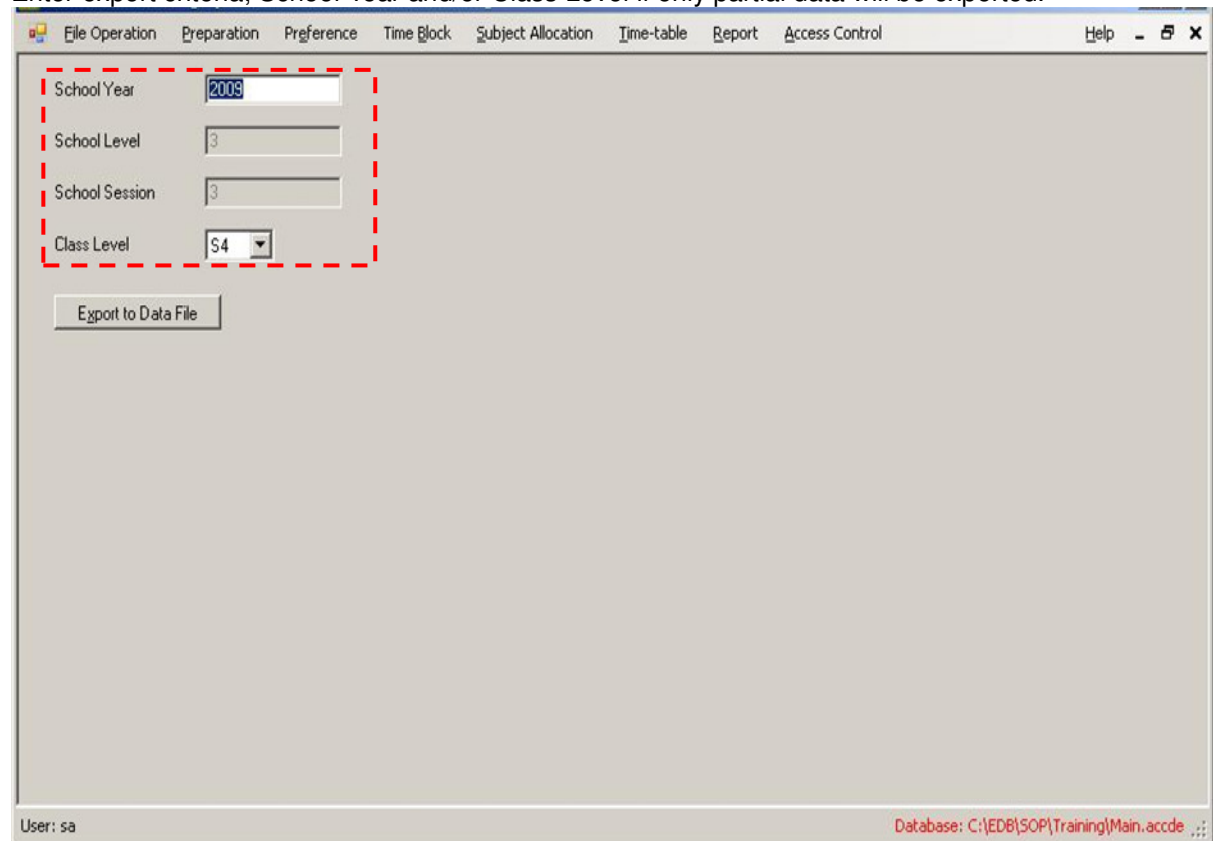
9.5 Export time block result to WebSAMS

User can export the generated time block to WebSAMS. Click Time Block Menu (Time Block -> Export time block result to WebSAMS).

Time Block Menu



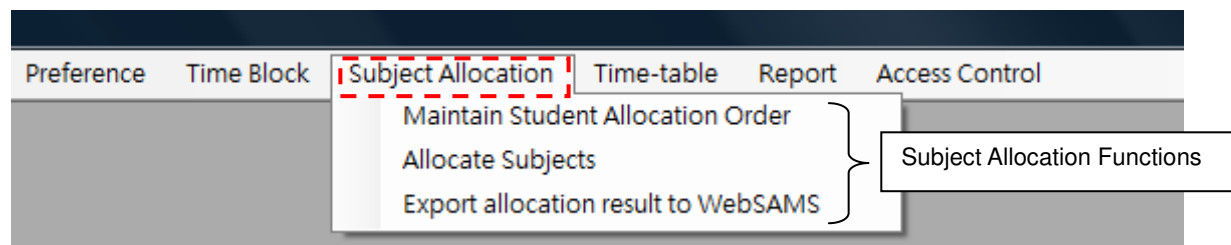
Enter export criteria; School Year and/or Class Level if only partial data will be exported.



After entering export criteria, user can click "Export to Data File" to save the data file first, then import to WebSAMS manually.

10 SUBJECT ALLOCATION

This section shows how to perform all Subject Allocation functions, i.e. Maintain Student Allocation Order, Allocate Subjects, Export allocation result to WebSAMS.

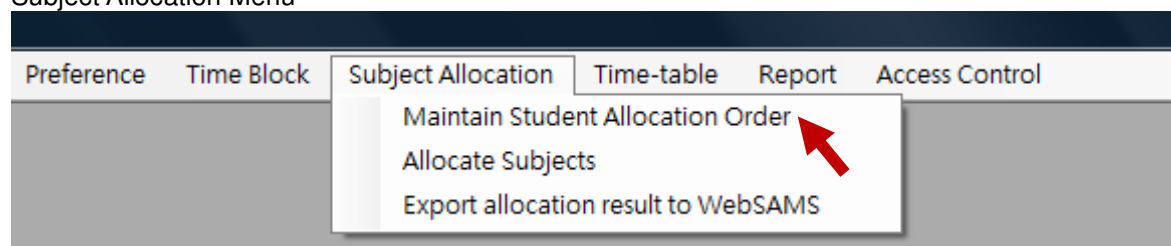


10.1 Maintain Student Allocation Order

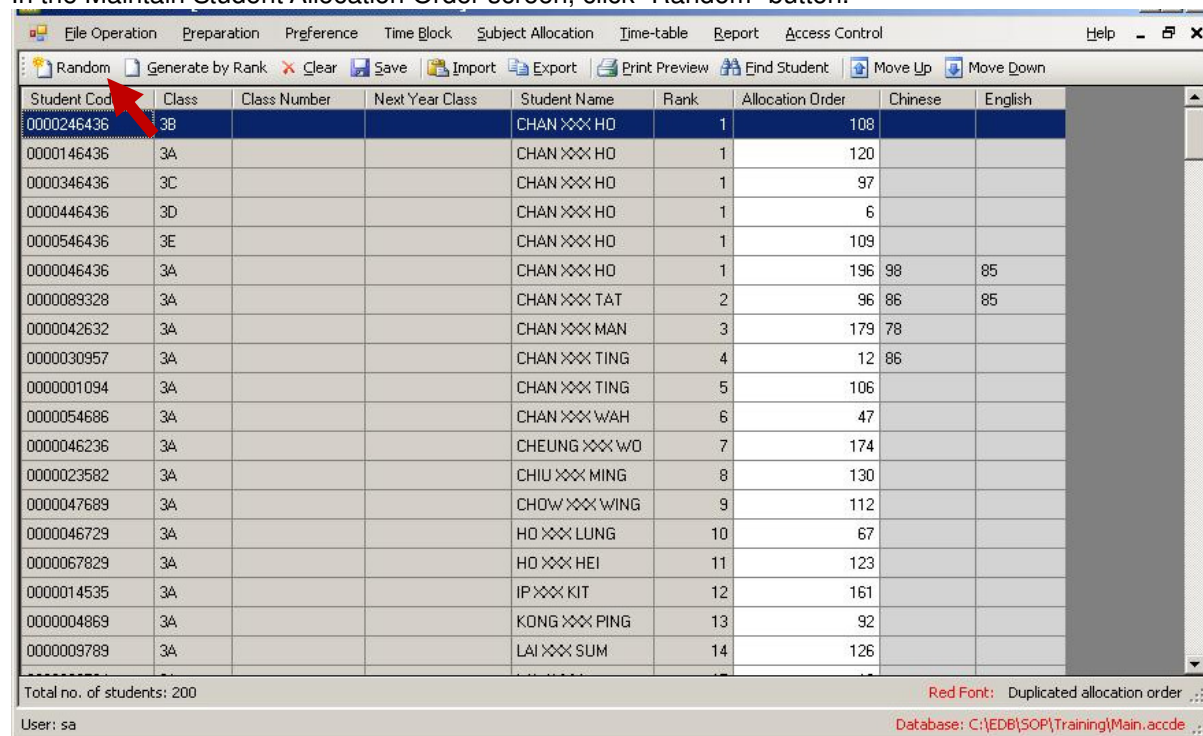
10.1.1 How to generate allocation order randomly

User can generate the student allocation order by clicking Subject Allocation Menu (Subject Allocation -> Maintain Student Allocation Order).

Subject Allocation Menu



In the Maintain Student Allocation Order screen, click "Random" button.



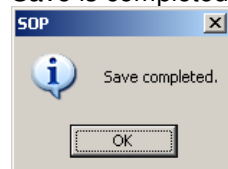
The random Allocation Order will be shown on the screen. Click “Save” button to save this setting.

Student Code	Class	Class Number	Next Class	Student Name	Rank	Allocation Order	Chinese	English	Mathematics
0000097648	3A			LO XXX KI	20	1			
0000087349	3A			SUEN XXX CHUNG	25	2			
0000065932	3B			LAI XXX SUM	44	3			
0000043251	3E			LAW XXX	135	4			
0000032525	3D			CHAN XXX WAH	96	5			
0000446436	3D			CHAN XXX HO		6			
0000086545	3E			CHAN XXX TAT	128	7			
0000186429	3A			YANG XXX WAI	28	8			
0000043987	3A			LEE XXX YIP	16	9			
0000098734	3A			LAW XXX	15	10			
0000043124	3E			SO XXX CHAK	144	11			
0000030957	3A			CHAN XXX TING	4	12	86		
0000032264	3D			PAU XXX YIN	113	13			
0000013412	3E			NG XXX MAN	142	14			
0000066865	3E			CHAN XXX TING	124	15			
0000026735	3B			LI XXX YIP	49	16			
0000043532	3E			TSO XXX CHING	146	17			
0000065431	3D			HO XXX LUNG	100	18			
0000448695	3D			YUEN XXX WAN	30	19			
0000409275	3D			WONG XXX TING	28	20			
0000089245	3B			IP XXX KIT	40	21			
0000089767	3C			WONG XXX TING	88	22			
0000287349	3B			SUEN XXX CHUNG	25	23			
0000084764	3A			MA XXX FUNG	27	24			
0000052323	3E			CHAN XXX HO	121	25			
0000043642	3B			YANG XXX WAI	59	26			
0000065685	3C			LAI XXX SUM	74	27			

Total no. of students: 200
User: sa

Red Font: Duplicated allocation order
Database: D:\Peter\SCP Database\Main.accds

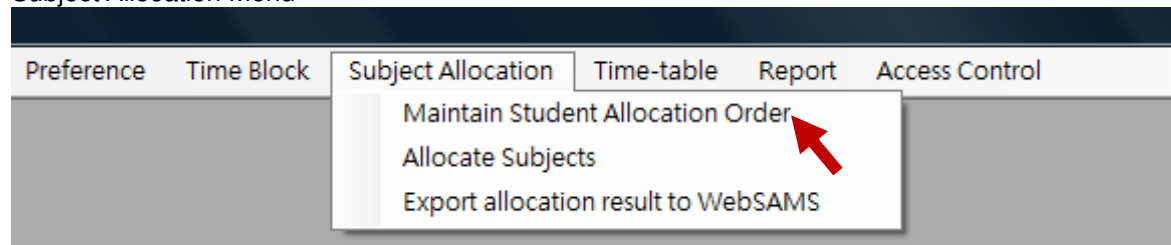
Save is completed.



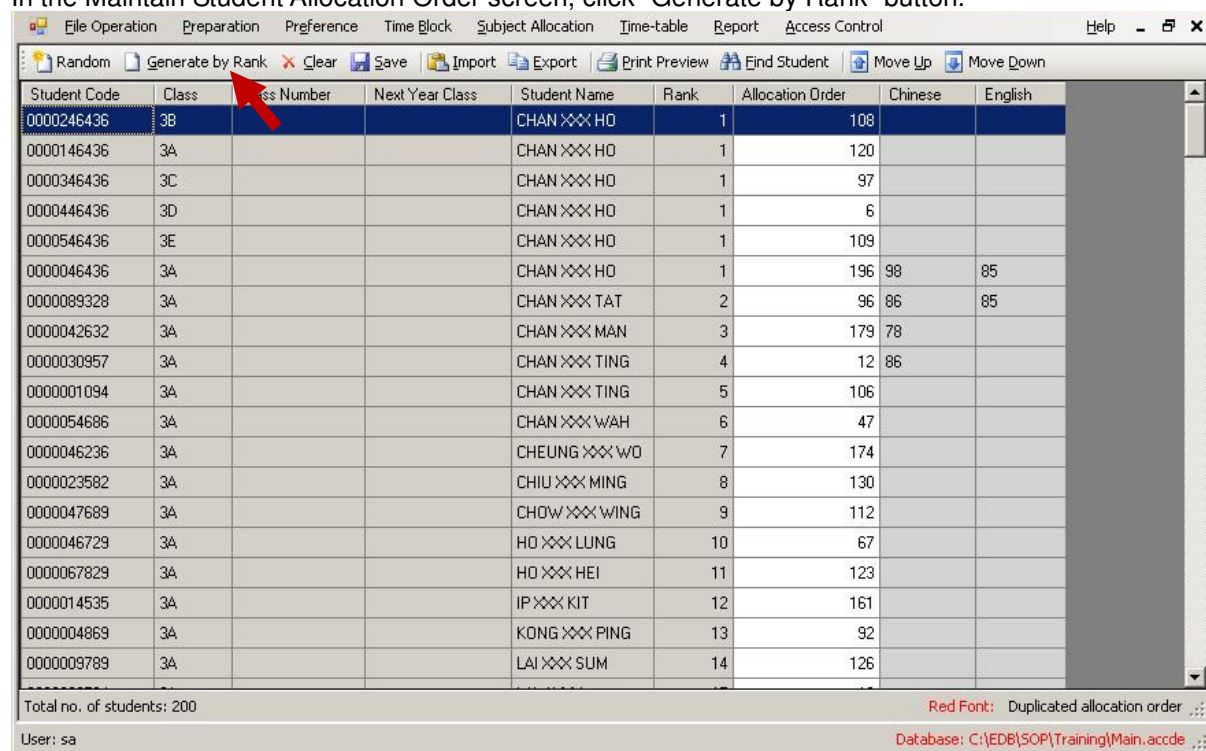
10.1.2 How to generate allocation order by rank

User can generate the student allocation order by rank by clicking Subject Allocation Menu (Subject Allocation -> Maintain Student Allocation Order).

Subject Allocation Menu



In the Maintain Student Allocation Order screen, click “Generate by Rank” button.



Student Code	Class	Class Number	Next Year Class	Student Name	Rank	Allocation Order	Chinese	English
0000246436	3B			CHAN XXX HO	1	108		
0000146436	3A			CHAN XXX HO	1	120		
0000346436	3C			CHAN XXX HO	1	97		
0000446436	3D			CHAN XXX HO	1	6		
0000546436	3E			CHAN XXX HO	1	109		
0000046436	3A			CHAN XXX HO	1	196	98	85
0000089328	3A			CHAN XXX TAT	2	96	86	85
0000042632	3A			CHAN XXX MAN	3	179	78	
0000030957	3A			CHAN XXX TING	4	12	86	
0000001094	3A			CHAN XXX TING	5	106		
0000054686	3A			CHAN XXX WAH	6	47		
0000046236	3A			CHEUNG XXX WO	7	174		
0000023582	3A			CHIU XXX MING	8	130		
0000047689	3A			CHOW XXX WING	9	112		
0000046729	3A			HO XXX LUNG	10	67		
0000067829	3A			HO XXX HEI	11	123		
0000014535	3A			IP XXX KIT	12	161		
0000004869	3A			KONG XXX PING	13	92		
0000009789	3A			LAI XXX SUM	14	126		

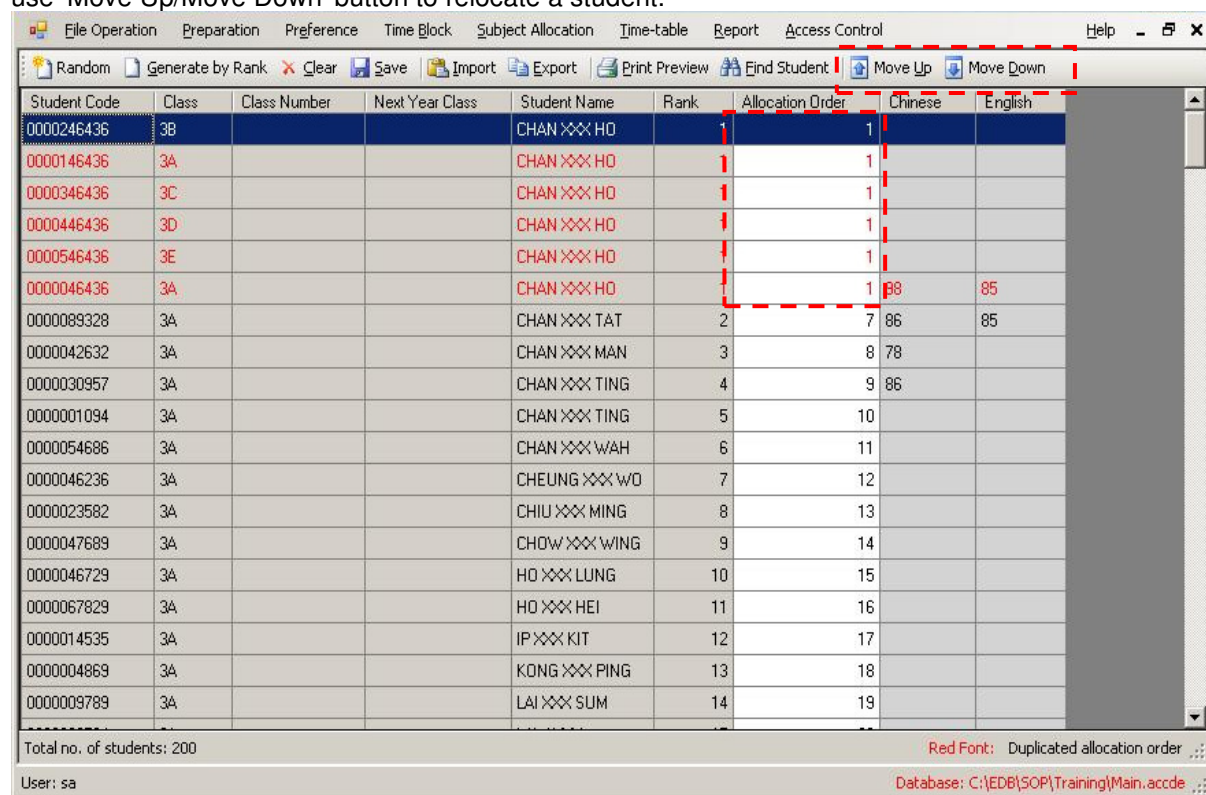
Total no. of students: 200

User: sa

Red Font: Duplicated allocation order

Database: C:\EDB\SOP\Training\Main.accde

The Generated Allocation Order will be shown on the screen. If the Allocation Order is duplicated during generation process, user can update it manually in the column. User can also click a row and use ‘Move Up/Move Down’ button to relocate a student.



Student Code	Class	Class Number	Next Year Class	Student Name	Rank	Allocation Order	Chinese	English
0000246436	3B			CHAN XXX HO	1	1		
0000146436	3A			CHAN XXX HO	1	1		
0000346436	3C			CHAN XXX HO	1	1		
0000446436	3D			CHAN XXX HO	1	1		
0000546436	3E			CHAN XXX HO	1	1		
0000046436	3A			CHAN XXX HO	1	1	98	85
0000089328	3A			CHAN XXX TAT	2	7	86	85
0000042632	3A			CHAN XXX MAN	3	8	78	
0000030957	3A			CHAN XXX TING	4	9	86	
0000001094	3A			CHAN XXX TING	5	10		
0000054686	3A			CHAN XXX WAH	6	11		
0000046236	3A			CHEUNG XXX WO	7	12		
0000023582	3A			CHIU XXX MING	8	13		
0000047689	3A			CHOW XXX WING	9	14		
0000046729	3A			HO XXX LUNG	10	15		
0000067829	3A			HO XXX HEI	11	16		
0000014535	3A			IP XXX KIT	12	17		
0000004869	3A			KONG XXX PING	13	18		
0000009789	3A			LAI XXX SUM	14	19		

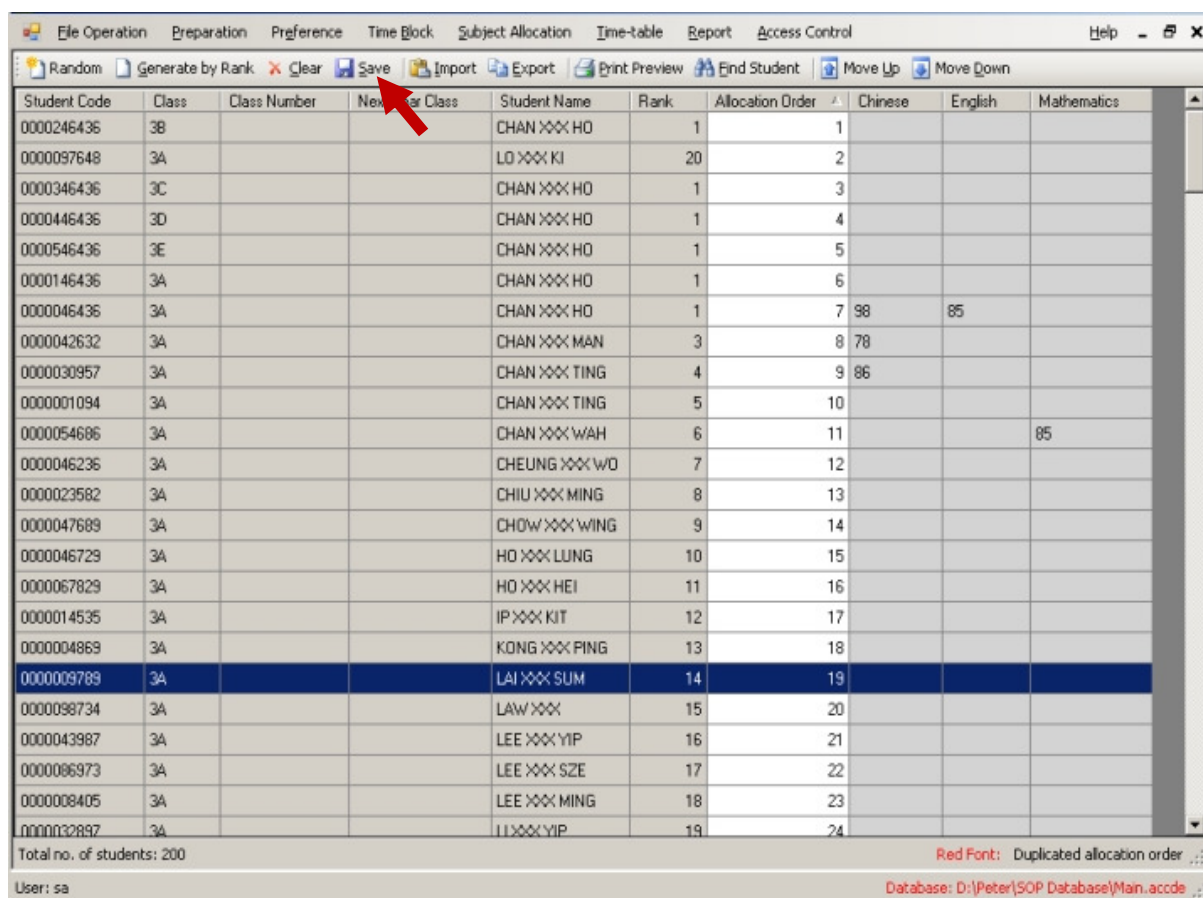
Total no. of students: 200

User: sa

Red Font: Duplicated allocation order

Database: C:\EDB\SOP\Training\Main.accde

After changing the order, click “Save” button to save this setting.

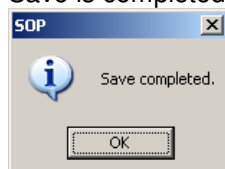


The screenshot shows the 'Student Option Programme' window. The 'Time Block' menu is selected. The toolbar includes buttons for 'Random', 'Generate by Rank', 'Clear', 'Save', 'Import', 'Export', 'Print Preview', 'Find Student', 'Move Up', and 'Move Down'. A red arrow points to the 'Save' button. The main table displays student allocation data with columns: Student Code, Class, Class Number, New Class, Student Name, Rank, Allocation Order, Chinese, English, and Mathematics. The table contains 20 rows of data. The status bar at the bottom indicates 'Total no. of students: 200' and 'User: sa'. A red font message at the bottom right states 'Red Font: Duplicated allocation order'.

Student Code	Class	Class Number	New Class	Student Name	Rank	Allocation Order	Chinese	English	Mathematics
0000246436	3B			CHAN XXX HO	1	1			
0000097648	3A			LO XXX KI	20	2			
0000346436	3C			CHAN XXX HO	1	3			
0000446436	3D			CHAN XXX HO	1	4			
0000546436	3E			CHAN XXX HO	1	5			
0000146436	3A			CHAN XXX HO	1	6			
000046436	3A			CHAN XXX HO	1	7	98	85	
000042632	3A			CHAN XXX MAN	3	8	78		
000030957	3A			CHAN XXX TING	4	9	86		
000001094	3A			CHAN XXX TING	5	10			
000054686	3A			CHAN XXX WAH	6	11			85
000046236	3A			CHEUNG XXX WO	7	12			
000023582	3A			CHIU XXX MING	8	13			
000047689	3A			CHOW XXX WING	9	14			
000046729	3A			HO XXX LUNG	10	15			
000067829	3A			HO XXX HEI	11	16			
000014535	3A			IP XXX KIT	12	17			
000004869	3A			KONG XXX PING	13	18			
000009789	3A			LAI XXX SUM	14	19			
000098734	3A			LAW XXX	15	20			
000043987	3A			LEE XXX YIP	16	21			
000086973	3A			LEE XXX SZE	17	22			
000008405	3A			LEE XXX MING	18	23			
0000032897	3A			LI XXX YIP	19	24			

Total no. of students: 200
User: sa
Red Font: Duplicated allocation order
Database: D:\Peter\SOP Database\Main.accde

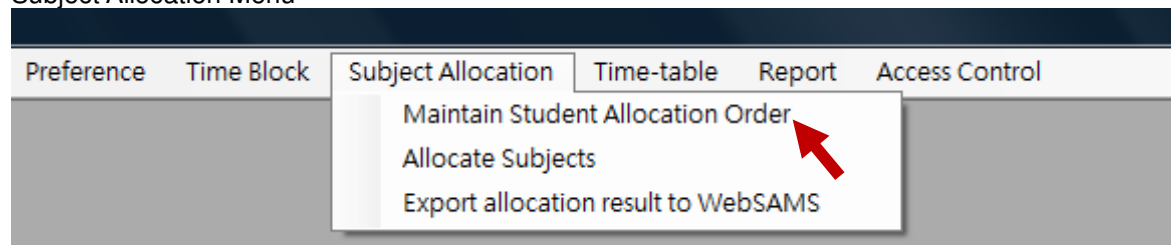
Save is completed.



10.1.3 How to manually update allocation order

User can manually update the student allocation order by clicking Subject Allocation Menu (Subject Allocation -> Maintain Student Allocation Order).

Subject Allocation Menu



In the Maintain Student Allocation Order screen, enter the rank manually in the column of Allocation Order.

Student Code	Class	Class Number	Next Year Class	Student Name	Rank	Allocation Order	Chinese	English
0000246436	3B			CHAN XXX HO	1			
0000146436	3A			CHAN XXX HO	1			
0000346436	3C			CHAN XXX HO	1			
0000446436	3D			CHAN XXX HO	1			
0000546436	3E			CHAN XXX HO	1			
0000046436	3A			CHAN XXX HO	1		98	85
0000089328	3A			CHAN XXX TAT	2		86	85
0000042632	3A			CHAN XXX MAN	3		78	
0000030957	3A			CHAN XXX TING	4		86	
0000001094	3A			CHAN XXX TING	5			
0000054686	3A			CHAN XXX WAH	6			
0000046236	3A			CHEUNG XXX WO	7			
0000023582	3A			CHIU XXX MING	8			
0000047689	3A			CHOW XXX WING	9			
0000046729	3A			HO XXX LUNG	10			
0000067829	3A			HO XXX HEI	11			
0000014535	3A			IP XXX KIT	12			
0000004869	3A			KONG XXX PING	13			
0000009789	3A			LAI XXX SUM	14			

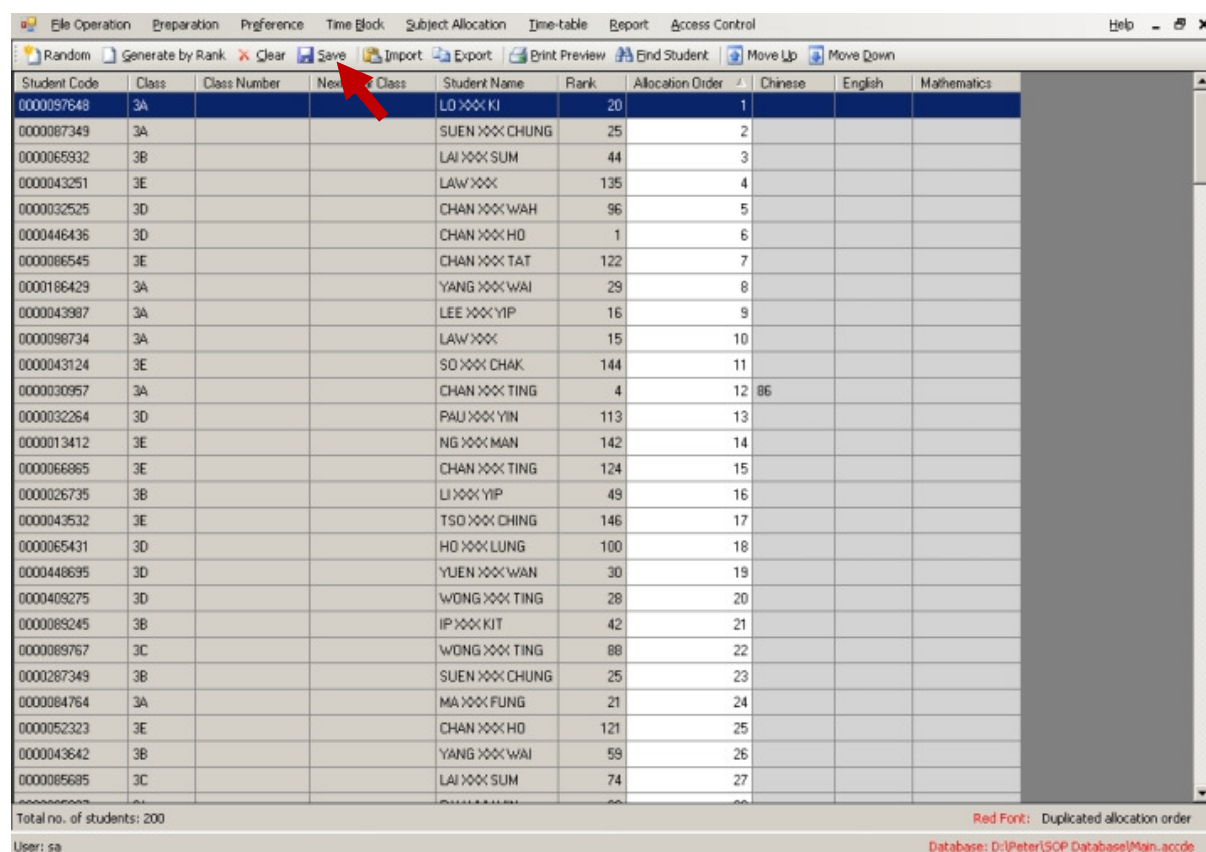
Total no. of students: 200

User: sa

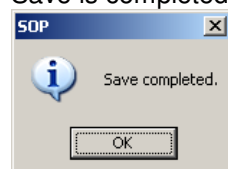
Red Font: Duplicated allocation order

Database: C:\EDB\SOP\Training\Main.accde

After entering all Allocation Order, click “Save” button to save this setting.



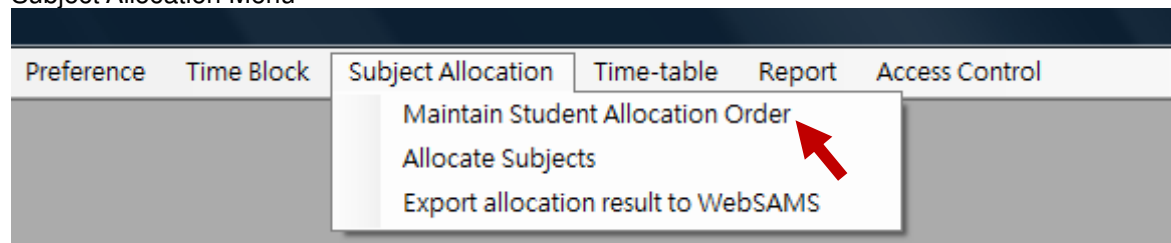
Save is completed.



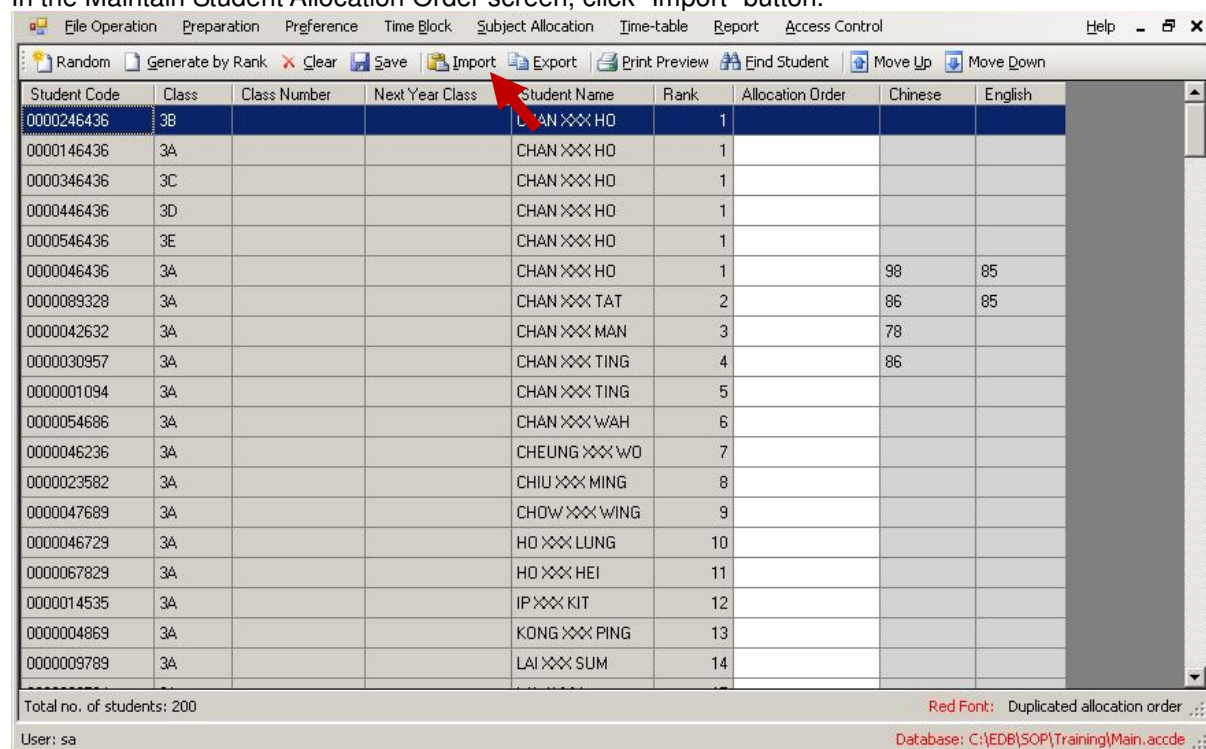
10.1.4 How to import student allocation order

User can import data from Excel or CSV file by clicking Subject Allocation Menu (Subject Allocation -> Maintain Student Allocation Order).

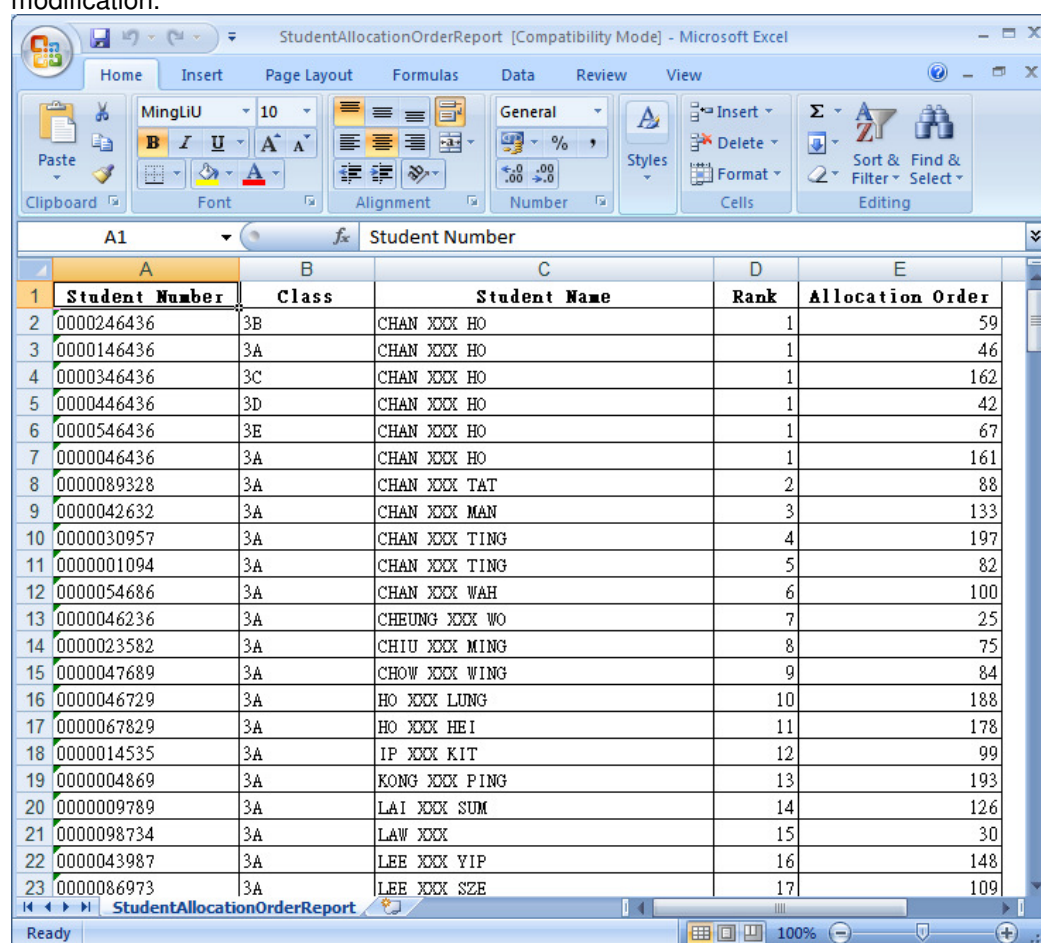
Subject Allocation Menu



In the Maintain Student Allocation Order screen, click "Import" button.



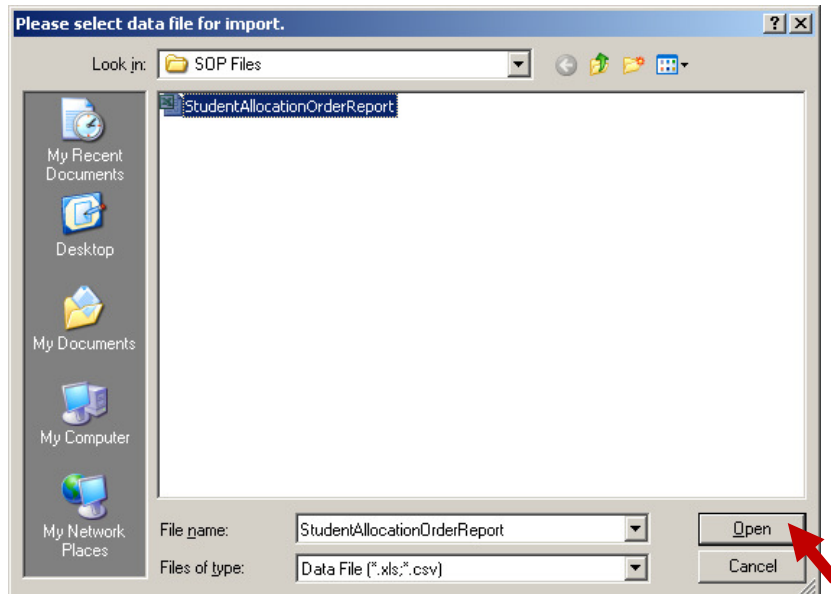
Below is a sample Excel file. User can use Export function to export existing data to an Excel file for modification.



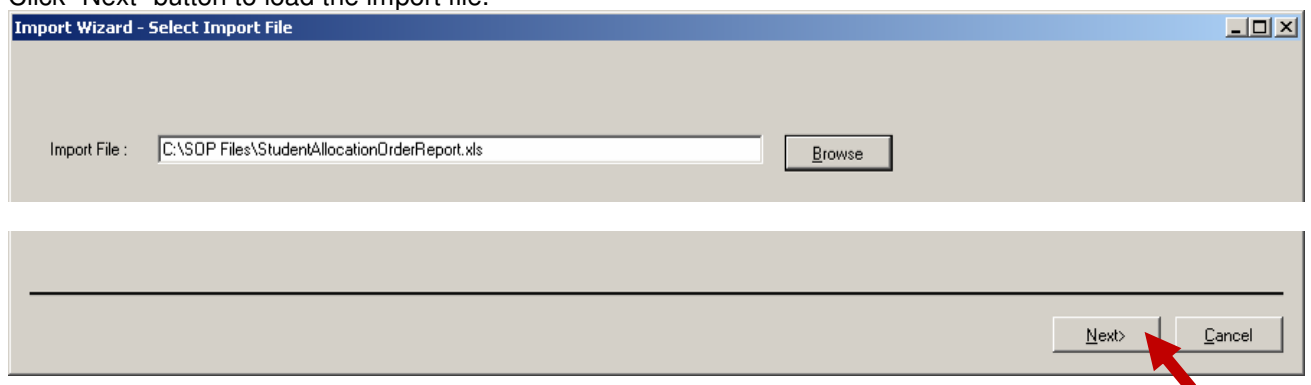
Click “Browse” button to choose a file to import.



Select the file for import and click “Open”.



Click “Next” button to load the import file.



The upper window shows the mapping of import field, and the lower window shows the preview of import data. Click “Validate” button for the next step if the mappings are filled in.

Import Wizard - Select Import Field

Select Field Mapping :

Table Fields	Import Fields
Student Number	Student Number
Allocation Order	Allocation Order

Preview Data :

Student Number	Class	Student Name	Rank	Allocation Order
0000246436	3B	CHAN XXX HO	1	59
0000146436	3A	CHAN XXX HO	1	46
0000346436	3C	CHAN XXX HO	1	162
0000446436	3D	CHAN XXX HO	1	42
0000546436	3E	CHAN XXX HO	1	67
0000046436	3A	CHAN XXX HO	1	161
0000089328	3A	CHAN XXX TAT	2	88
0000042632	3A	CHAN XXX MAN	3	133
0000030957	3A	CHAN XXX TING	4	197
0000001094	3A	CHAN XXX TING	5	82

< Back Validate Cancel

When validation is finished, no message will be shown in “Error Message” column. Click “Import” button.

Preview Data :

0000054686	100	3A	CHAN XXX WAH	6
0000046236	25	3A	CHEUNG XXX W/D	7
0000023582	75	3A	CHIU XXX MING	8
0000047689	84	3A	CHOW XXX WING	9
0000046729	188	3A	HO XXX LUNG	10
0000067829	178	3A	HO XXX HEI	11
0000014535	99	3A	IP XXX KIT	12
0000004869	193	3A	KONG XXX PING	13
0000009789	126	3A	LAI XXX SUM	14

< Back Import Cancel

Click “Yes” to confirm the import.

Confirmation

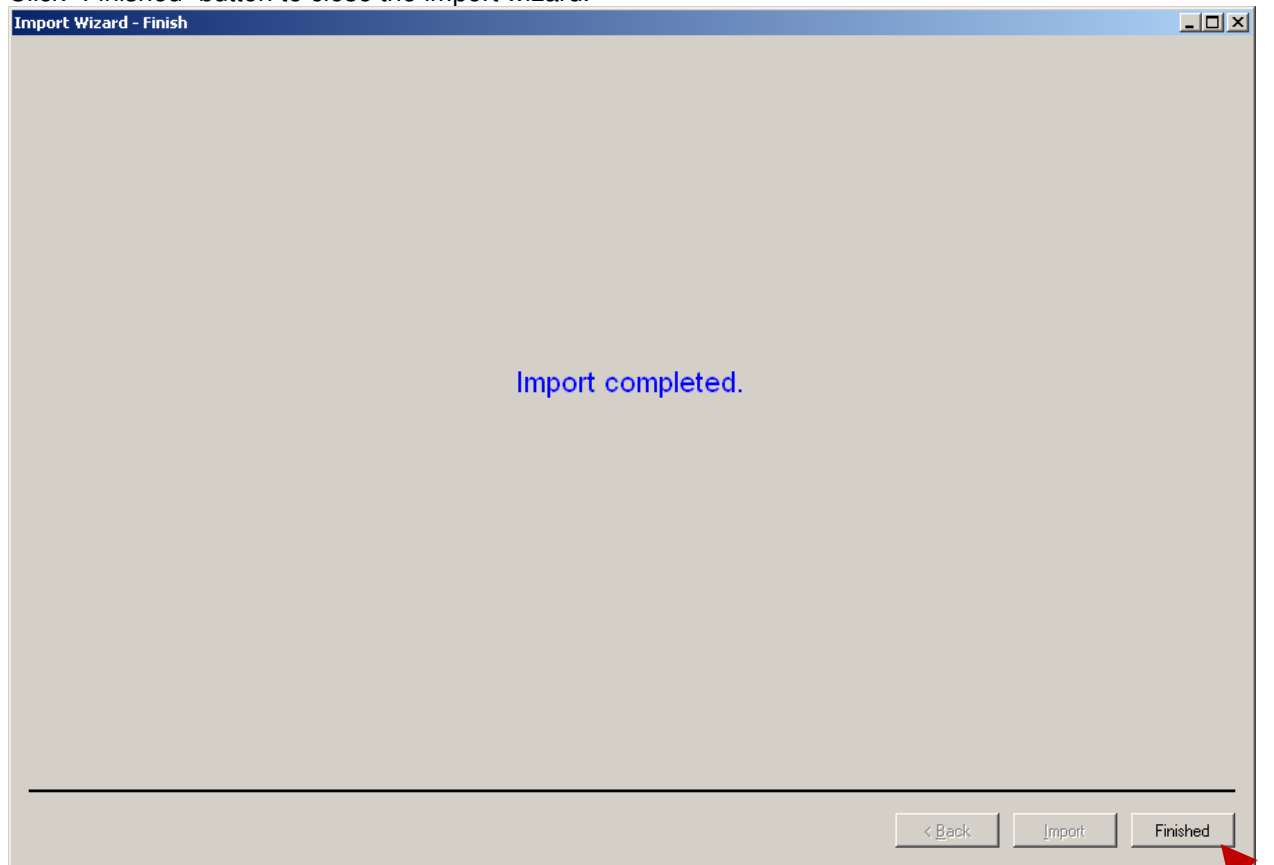
Are you confirm to import data?

Yes No

Import is completed.



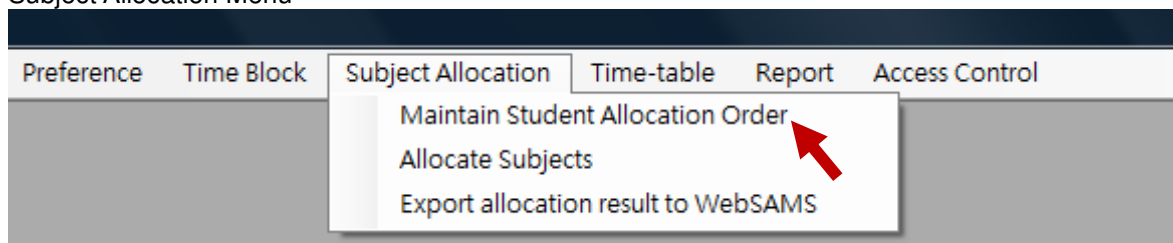
Click "Finished" button to close the import wizard.



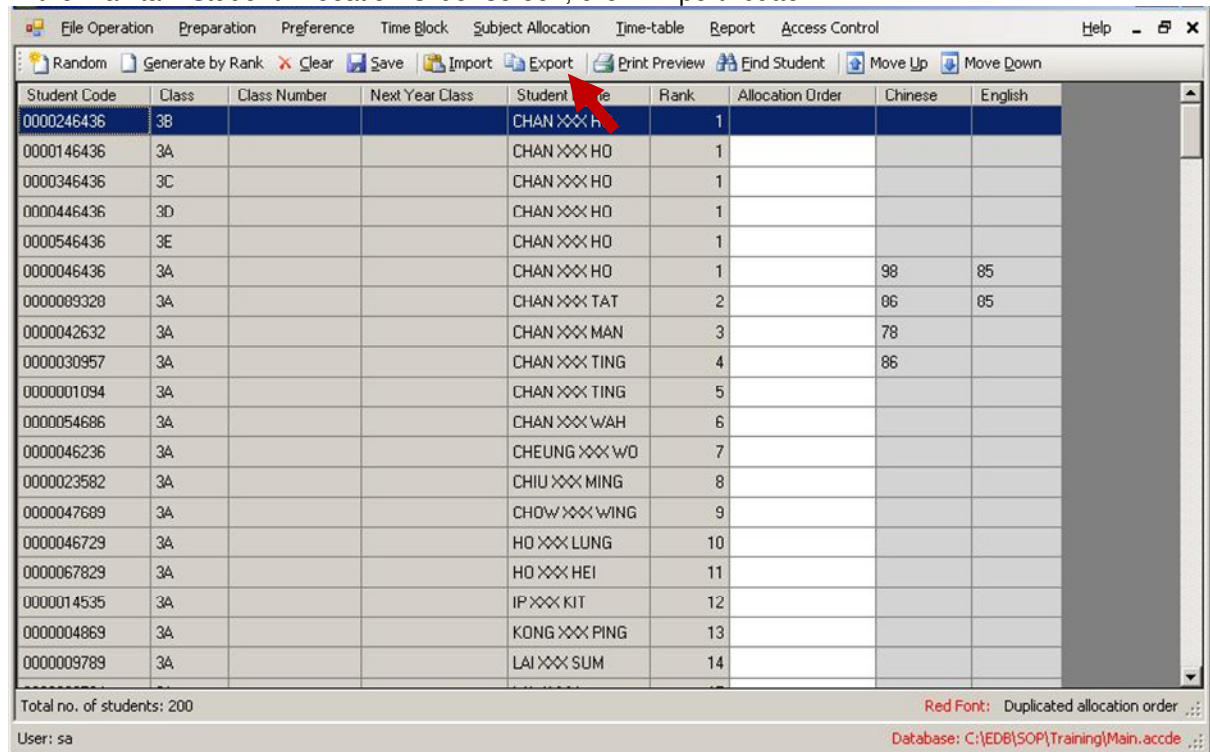
10.1.5 How to export student allocation order

User can export data to Excel/CSV file for further manipulation or export an empty file as a template for import later by clicking Subject Allocation Menu (Subject Allocation -> Maintain Student Allocation Order).

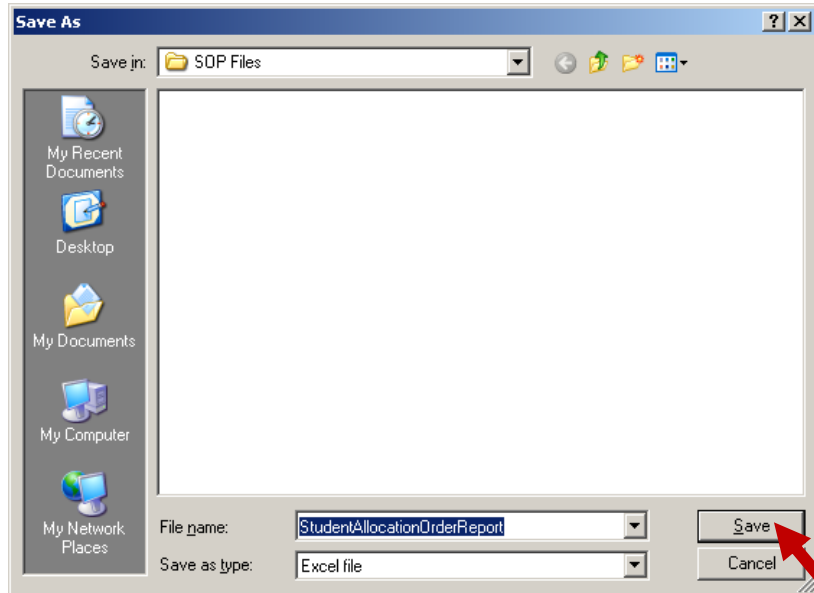
Subject Allocation Menu



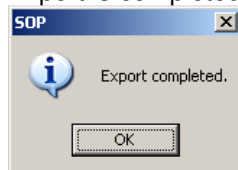
In the Maintain Student Allocation Order screen, click “Export” button.



Select destination folder and input the file name, then click “Save”. (Or user can select CSV file format in “Save as type” before clicking “Save” button.)



Export is completed.



The sample exported file can be opened by Excel as follows:

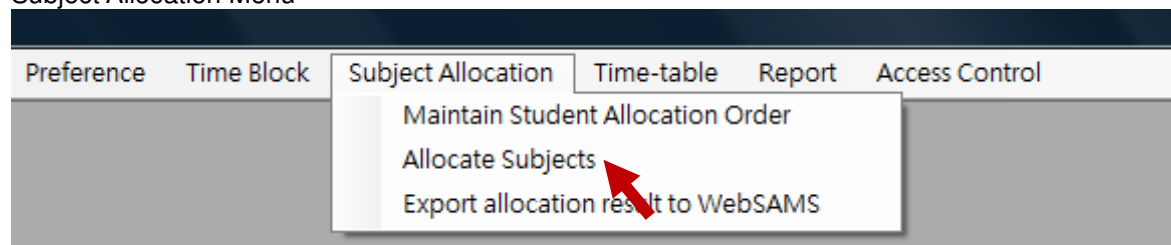
Student Number	Class	Student Name	Rank	Allocation Order
0000246436	3B	CHAN XXX HO	1	59
0000146436	3A	CHAN XXX HO	1	46
0000346436	3C	CHAN XXX HO	1	162
0000446436	3D	CHAN XXX HO	1	42
0000546436	3E	CHAN XXX HO	1	67
0000046436	3A	CHAN XXX HO	1	161
0000089328	3A	CHAN XXX TAT	2	88
0000042632	3A	CHAN XXX MAN	3	133
0000030957	3A	CHAN XXX TING	4	197
0000001094	3A	CHAN XXX TING	5	82
0000054686	3A	CHAN XXX WAH	6	100
0000046236	3A	CHEUNG XXX WO	7	25
0000023582	3A	CHIU XXX MING	8	75
0000047689	3A	CHOW XXX WING	9	84
0000046729	3A	HO XXX LUNG	10	188
0000067829	3A	HO XXX HEI	11	178
0000014535	3A	IP XXX KIT	12	99
0000004869	3A	KONG XXX PING	13	193
0000009789	3A	LAI XXX SUM	14	126
0000098734	3A	LAW XXX	15	30
0000043987	3A	LEE XXX YIP	16	148
0000086973	3A	LEE XXX SZE	17	109

10.2 Allocate Subjects

10.2.1 How to generate student allocation result with compulsory time block

User can generate student allocation result with compulsory time block by clicking Subject Allocation Menu (Subject Allocation -> Allocate Subjects).

Subject Allocation Menu



In the Allocate Subjects screen, click “Generate Allocation Result” button.

File Operation Preparation Preference Time Block Subject Allocation Time-table Report Access Control Help

Generate Allocation Result Clear Allocation Result Find Student Student Academic Result

Import Export Print Preview

Selected Student

Student Number: 0000046436 Student Name: CHAN XXX HO Rank: 1 Allocation Order: 196

All Students Students' Preference Students Allocated to Subject Group

Violet Color Background - Compulsory block unallocated
Red Font - students with insufficient allocation

✓	Student No.	Class	Class No.	Student Name	Rank	Allocation Order	No. of Electives to be Taken	No. of Electives Allocated	Block 1	Block 2	Block 3
✓	0000046436	3A		CHAN XXX HO	1	196	3	0			
✓	0000146436	3A		CHAN XXX HO	1	120	3	0			
✓	0000042632	3A		CHAN XXX MAN	3	179	3	0			
✓	0000089328	3A		CHAN XXX TAT	2	96	3	0			
✓	0000030957	3A		CHAN XXX TING	4	12	3	0			
✓	0000001094	3A		CHAN XXX TING	5	106	3	0			
✓	0000054686	3A		CHAN XXX WAH	6	47	3	0			
✓	0000046236	3A		CHEUNG XXX WO	7	174	3	0			

Total no. of students: 200

User: sa Database: C:\EDB\SOP\Training\Main.accde

Select an “Allocation Algorithm Choices” and “Subject Group Distribution Choices”, check the checkbox of “Has Compulsory Block” and select a time block. Then click “Generate Allocation Result” button.

Allocate Subjects to Students

Allocation Algorithm Choices

☒ Choice 1 - one of each student's choices will be fulfilled in each iteration.

☐ Choice 2 - one of each student's choices will be fulfilled in the 1st iteration. His/her remaining choices will be allocated in the 2nd iteration.

☐ Choice 3 - all the choices of each student would be allocated in one iteration

☐ Choice 4 - two of each student's choices will be fulfilled in the 1st iteration. His/her remaining choices will be allocated in the 2nd iteration.

Subject Group Distribution Choices

☒ Students will be distributed to different groups by random

☐ Students will be distributed to different groups by academic result

Compulsory Block

☒ Has Compulsory Block Block 1

Generate Allocation Result

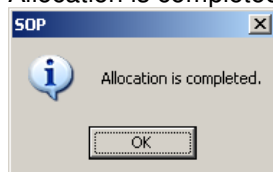
Click “Yes” to start allocation.

SOP

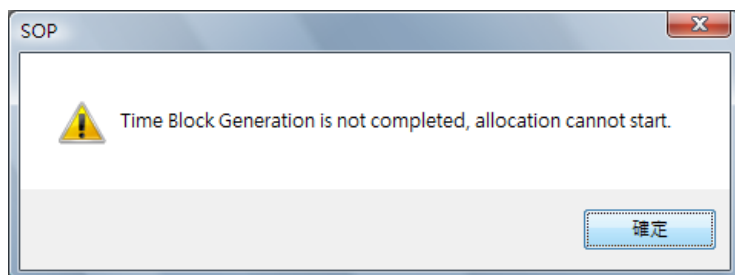
Allocation is about to begin. Are you sure to continue?

Yes No

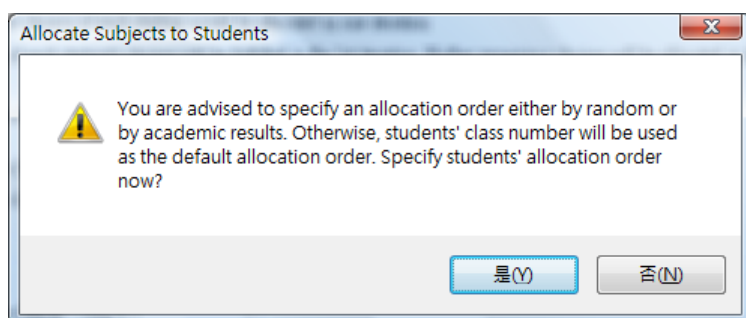
Allocation is completed.



Remarks:



Validation: If time block is not yet generated, system will prompt the above message and cannot perform subject allocation.

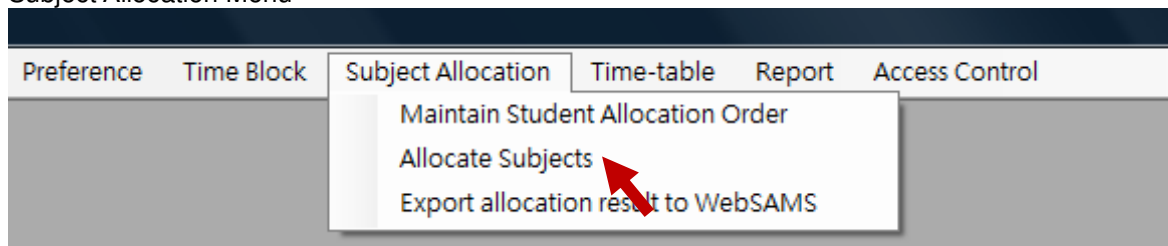


Validation: If allocation order is not yet specified, system will prompt the above message and ask to specify the allocation order or use students' class number to allocate subjects.

10.2.2 How to generate student allocation result without compulsory time block

User can generate student allocation result without compulsory time block by clicking Subject Allocation Menu (Subject Allocation -> Allocate Subjects).

Subject Allocation Menu



In the Allocate Subjects screen, click “Generate Allocation Result” button.

Selected Student

Student Number: 0000046436 Student Name: CHAN XXX HO Rank: 1 Allocation Order: 196

All Students | Students' Preference | Students Allocated to Subject Group

Violet Color Background - Compulsory block unallocated
Red Font - students with insufficient allocation

Student No.	Class	Class No.	Student Name	Rank	Allocation Order	No. of Electives to be Taken	No. of Electives Allocated	Block 1	Block 2	Block 3
0000046436	3A		CHAN XXX HO	1	196	3	0			
0000146436	3A		CHAN XXX HO	1	120	3	0			
0000042632	3A		CHAN XXX MAN	3	179	3	0			
0000089328	3A		CHAN XXX TAT	2	96	3	0			
0000030957	3A		CHAN XXX TING	4	12	3	0			
0000001094	3A		CHAN XXX TING	5	106	3	0			
0000054686	3A		CHAN XXX WAH	6	47	3	0			
0000046236	3A		CHEUNG XXX W/D	7	174	3	0			

Total no. of students: 200

User: sa Database: C:\EDB\SOP\Training\Main.accde

Select an “Allocation Algorithm Choices” and “Subject Group Distribution Choices”. Do not check the checkbox of “Has Compulsory Block”. Then click “Generate Allocation Result” button.

Allocate Subjects to Students

Allocation Algorithm Choices

☒ Choice 1 - one of each student's choices will be fulfilled in each iteration.

☐ Choice 2 - one of each student's choices will be fulfilled in the 1st iteration. His/her remaining choices will be allocated in the 2nd iteration.

☐ Choice 3 - all the choices of each student would be allocated in one iteration

☐ Choice 4 - two of each student's choices will be fulfilled in the 1st iteration. His/her remaining choices will be allocated in the 2nd iteration.

Subject Group Distribution Choices

☒ Students will be distributed to different groups by random

☐ Students will be distributed to different groups by academic result

Compulsory Block

☐ Has Compulsory Block Block 1

Generate Allocation Result

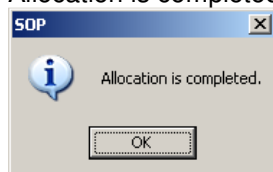
Click “Yes” to start allocation.

SOP

Allocation is about to begin. Are you sure to continue?

Yes No

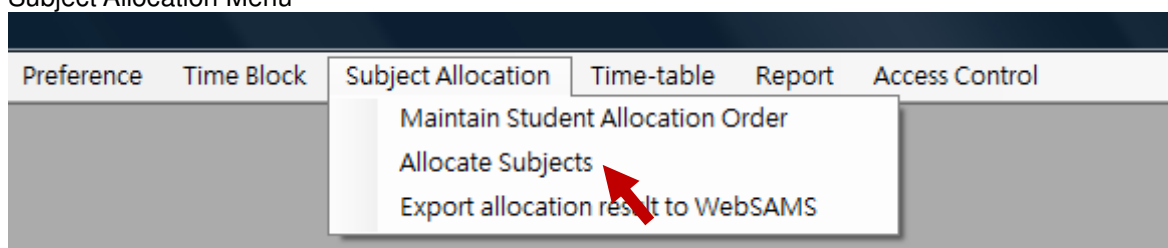
Allocation is completed.



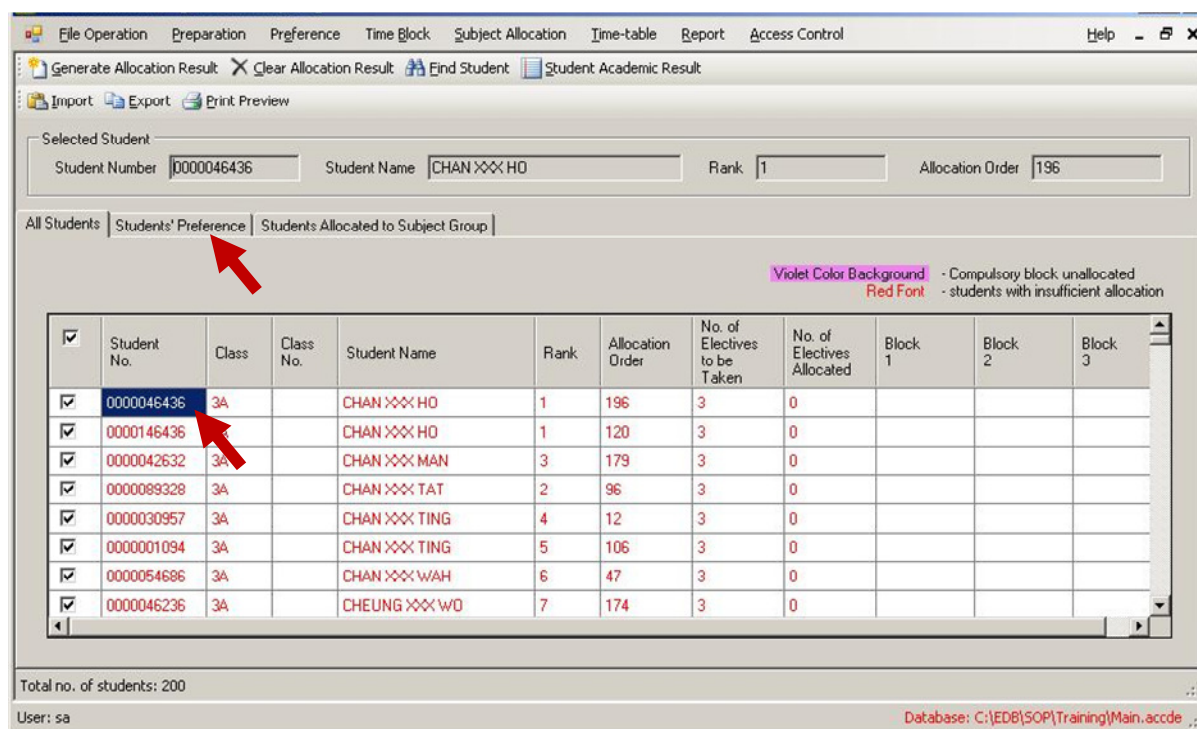
10.2.3 How to manually allocate and withdraw subject group to students

User can manually allocate and withdraw subject group to students by clicking Subject Allocation Menu (Subject Allocation -> Allocate Subjects).

Subject Allocation Menu



In the Allocate Subjects screen, select a student and then switch to the page of “Students’ Preference”, or double click a student.



In the Students' Preference screen, it shows the time block with all subjects and the allocated subjects of the selected student in yellow background colour (if any).

File Operation Preparation Preference Time Block Subject Allocation Time-table Report Access Control Help

Generate Allocation Result Clear Allocation Result Find Student Student Academic Result

Import Export Print Preview

Selected Student

Student Number: 0000146436 Student Name: CHAN YOK HO Rank: 1 Allocation Order

All Students Students' Preference Students Allocated to Subject Group

Subject	Priority	Sub-priority	Block 1	Block 2	Block 3
生物	3	1			24/40
化學	3	1		27/40	
物理	3	2	38/40		
科學：組合科學 (物理及化學)	4				14/40
科學：組合科學 (生物及化學)			9/40		
科學：組合科學 (物理及生物)				24/40	
中國文學	1			39/40	38/40
經濟			40/40	38/40	
地理	2		40/40	40/40	
歷史				31/40	40/40
企業、會計與財務概論	6		40/40		40/40
資訊及通訊科技	5		32/40		40/40
			199/240	199/240	196/240

<allocated>/<capacity> - Groups with vacancies
<allocated>/<capacity> - Groups allocated to students

Total no. of students: 200

User: sa Database: D:\Peter\SOP Database\Main.accde

Allocated Description Capacity

文學 1 38/40

Allocate Subject

Withdraw Subject

Number of subjects allocated: 3 (Requested: 3)

To withdraw a subject, choose the subject that is already allocated to that student, then click “Withdraw Subject” button.

File Operation Preparation Preference Time Block Subject Allocation Time-table Report Access Control Help

Generate Allocation Result Clear Allocation Result Find Student Student Academic Result

Import Export Print Preview

Selected Student

Student Number: 0000146436 Student Name: CHAN XXX HO Rank: 1 Allocation Order

All Students Students' Preference Students Allocated to Subject Group

Subject	Priority	Sub-priority	Block 1	Block 2	Block 3
生物	3	1			24/40
化學	3	1		27/40	
物理	3	2	38/40		
科學：綜合科學 (物理及化學)	4				14/40
科學：綜合科學 (生物及化學)			9/40		
科學：綜合科學 (物理及生物)				24/40	
中國文學	1			39/40	38/40
經濟			40/40	38/40	
地理	2		40/40	40/40	
歷史				31/40	40/40
企業、會計與財務概論	6		40/40		40/40
資訊及通訊科技	5		32/40		40/40
			199/240	199/240	196/240

Allocated Description Capacity

☒ 文學 2 39/40

Allocate Subject

Withdraw Subject

Number of subjects allocated: 3 (Requested: 3)

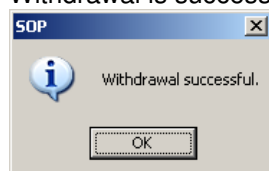
<allocated>/<capacity> - Groups with vacancies

<allocated>/<capacity> - Groups allocated to students

Total no. of students: 200

User: sa Database: D:\Peter\SOP Database\Main.accde

Withdrawal is successful.



When the background colour of the withdrawn subject changes to white, it is ready to allocate another subject.

File Operation Preparation Preference Time Block Subject Allocation Time-table Report Access Control Help

Generate Allocation Result Clear Allocation Result Find Student Student Academic Result

Import Export Print Preview

Selected Student

Student Number 0000146436 Student Name CHAN XXX HO Rank 1 Allocation Order

All Students Students' Preference Students Allocated to Subject Group

Subject	Priority	Sub-priority	Block 1	Block 2	Block 3
生物	3	1			24/40
化學	3	1		27/40	
物理	3	2	38/40		
科學：組合科學 (物理及化學)	4				14/40
科學：組合科學 (生物及化學)			9/40		
科學：組合科學 (物理及生物)				24/40	
中國文學	1			38/40	38/40
經濟			40/40	38/40	
地理	2		40/40	40/40	
歷史				31/40	40/40
企業、會計與財務概論	6		40/40		40/40
資訊及通訊科技	5		32/40		40/40
			199/240	198/240	196/240

<allocated>/<capacity> - Groups with vacancies
<allocated>/<capacity> - Groups allocated to students

Total no. of students: 200

User: sa Database: D:\Peter\SOP Database\Main.accde

Choose another subject and then click "Allocate Subject" button.

File Operation Preparation Preference Time Block Subject Allocation Time-table Report Access Control Help

Generate Allocation Result Clear Allocation Result Find Student Student Academic Result

Import Export Print Preview

Selected Student

Student Number 0000146436 Student Name CHAN XXX HO Rank 1 Allocation Order

All Students Students' Preference Students Allocated to Subject Group

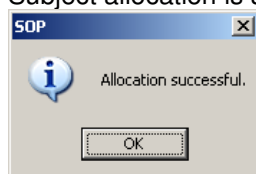
Subject	Priority	Sub-priority	Block 1	Block 2	Block 3
生物	3	1			24/40
化學	3	1		27/40	
物理	3	2	38/40		
科學：組合科學 (物理及化學)	4				14/40
科學：組合科學 (生物及化學)			9/40		
科學：組合科學 (物理及生物)				24/40	
中國文學	1			38/40	38/40
經濟			40/40	38/40	
地理	2		40/40	40/40	
歷史				31/40	40/40
企業、會計與財務概論	6		40/40		40/40
資訊及通訊科技	5		32/40		40/40
			199/240	198/240	196/240

<allocated>/<capacity> - Groups with vacancies
<allocated>/<capacity> - Groups allocated to students

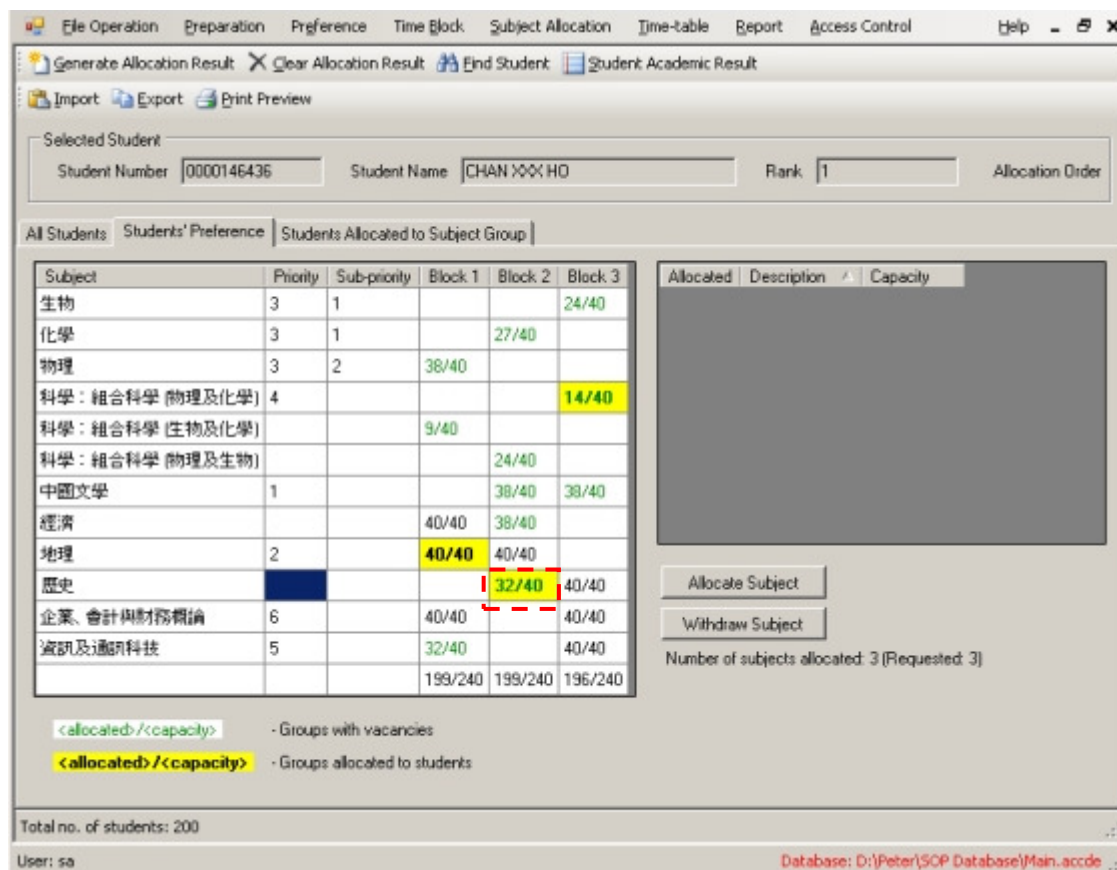
Total no. of students: 200

User: sa Database: D:\Peter\SOP Database\Main.accde

Subject allocation is successful.



The background colour of the allocated subject is changed to yellow.



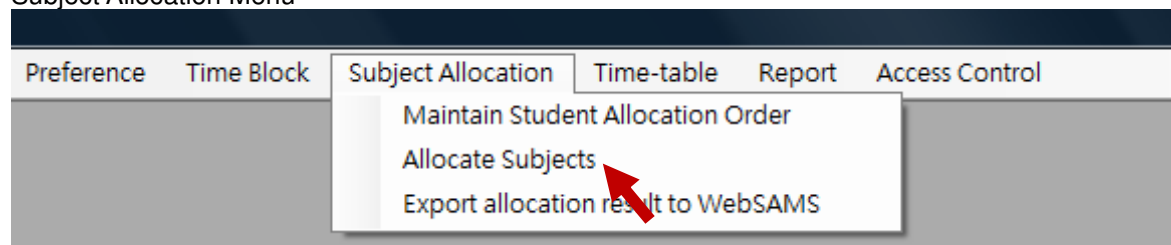
Remarks:

Manual allocation can be done before or after “Generate Allocation Result” performed by the system. If manual allocation is made before the system’s allocation, the system will not override the manual allocation.

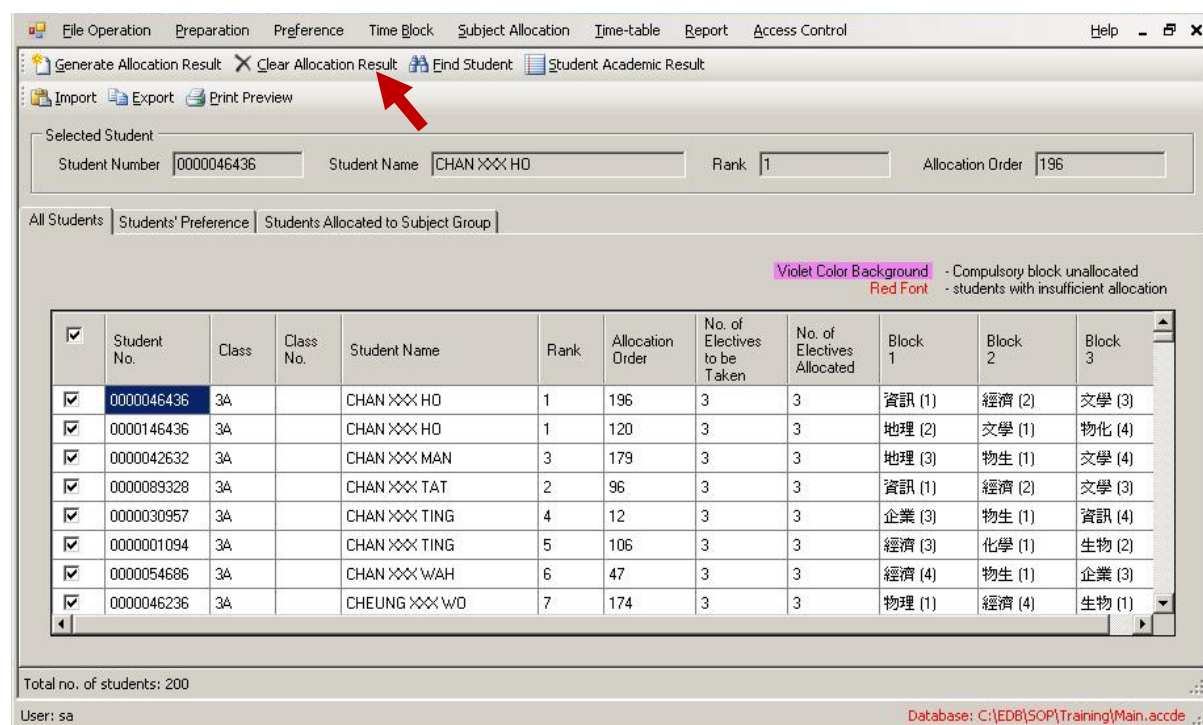
10.2.4 How to clear allocation result

User can clear allocation result by clicking Subject Allocation Menu (Subject Allocation -> Allocate Subjects).

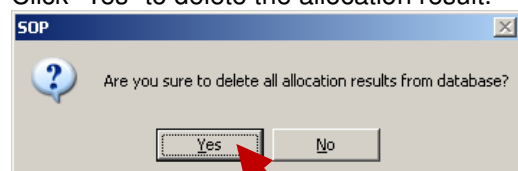
Subject Allocation Menu



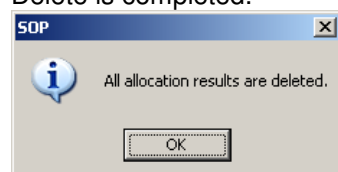
In the Allocate Subjects screen, click “Clear Allocation Result” button.



Click “Yes” to delete the allocation result.



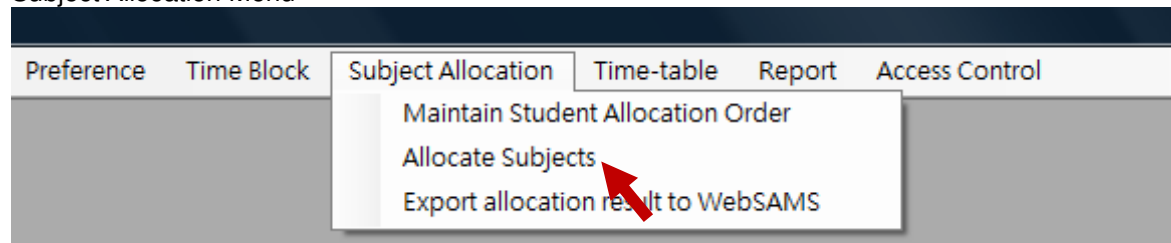
Delete is completed.



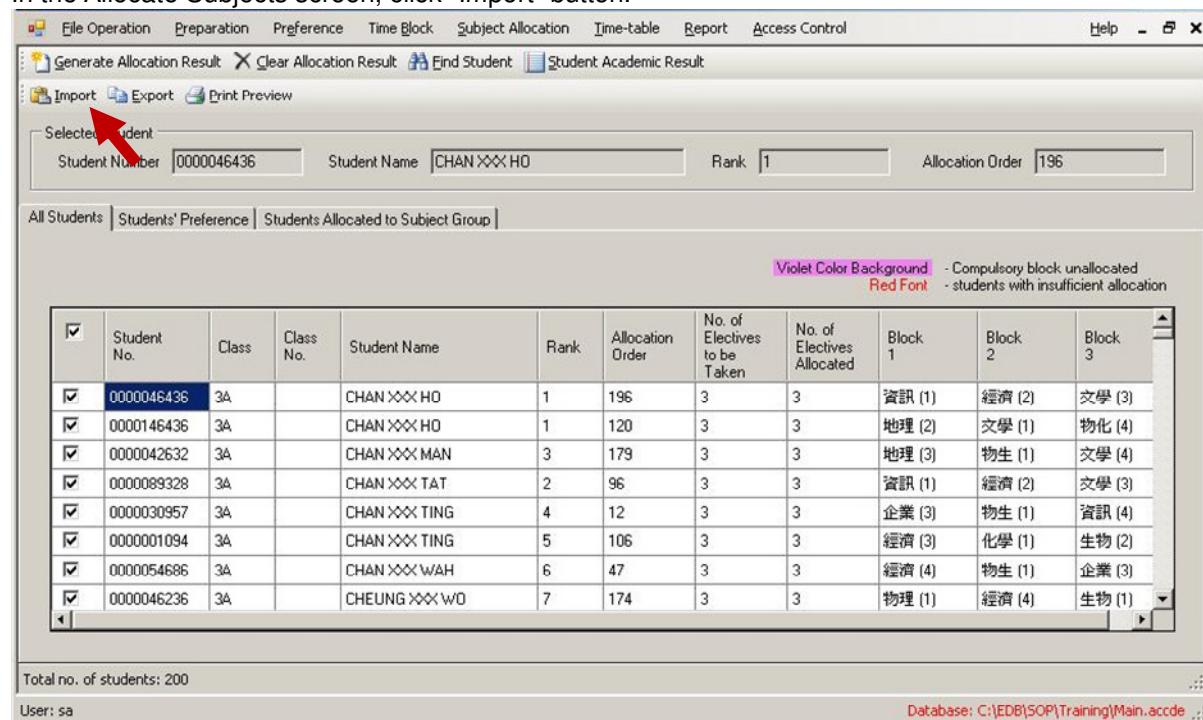
10.2.5 How to import allocated subjects

You can import data from Excel or CSV file by clicking Subject Allocation Menu (Subject Allocation -> Allocate Subjects).

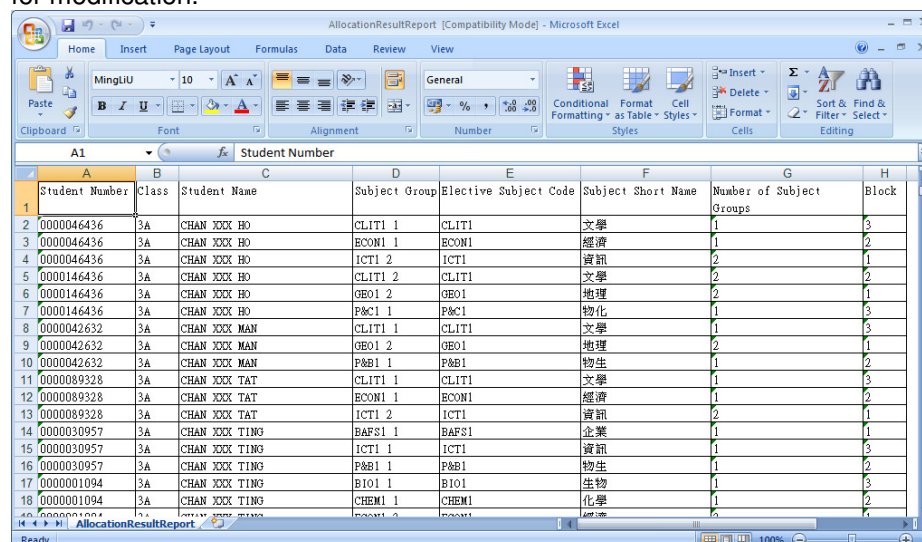
Subject Allocation Menu



In the Allocate Subjects screen, click "Import" button.



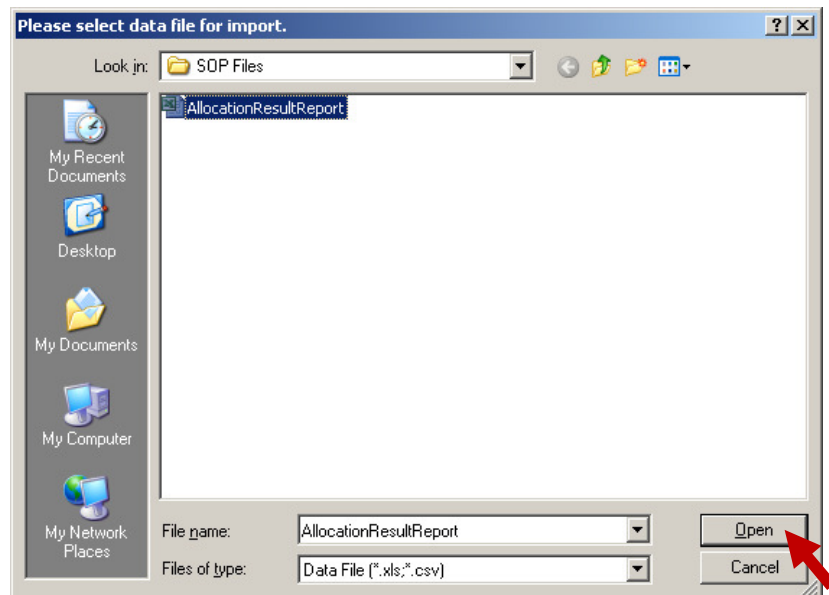
Below is a sample Excel file. User can also use Export function to export existing data to an Excel file for modification.



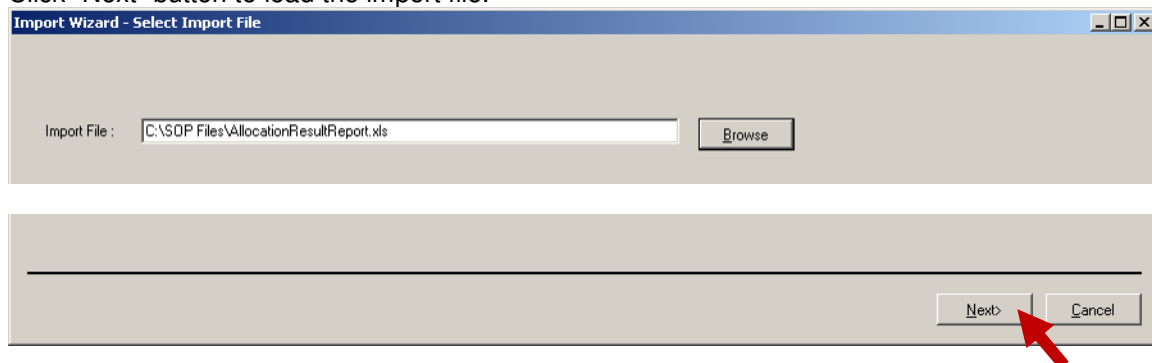
Click “Browse” button to choose a file to import.



Select the file for import and click “Open”.



Click “Next” button to load the import file.



The upper window shows the mapping of import field, and the lower window shows the preview of import data. Click “Validate” button for the next step if the mappings are filled in.

Import Wizard - Select Import Field

Select Field Mapping:

Table Fields	Import Fields
Student Number	Student Number
Subject Group	Subject Group

Preview Data:

Student Number	Class	Student Name	Subject Group	Elective Subject Code	Subject Short Name	Number of Subject Groups	Block
0000046436	3A	CHAN XXX HO	CLIT1 1	CLIT1	文學	1	3
0000046436	3A	CHAN XXX HO	ECON1 1	ECON1	經濟	1	2
0000046436	3A	CHAN XXX HO	ICT1 2	ICT1	資訊	2	1
0000146436	3A	CHAN XXX HO	CLIT1 2	CLIT1	文學	2	2
0000146436	3A	CHAN XXX HO	GEO1 2	GEO1	地理	2	1
0000146436	3A	CHAN XXX HO	P&C1 1	P&C1	物化	1	3
0000042632	3A	CHAN XXX MAN	CLIT1 1	CLIT1	文學	1	3
0000042632	3A	CHAN XXX MAN	GEO1 2	GEO1	地理	2	1
0000042632	3A	CHAN XXX MAN	P&B1 1	P&B1	物生	1	2

< Back **Validate** Cancel

When validation is finished, no message will be shown in “Error Message” column, click “Import” button.

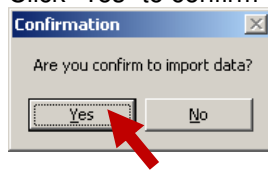
Import Wizard - Import Preview

Allocation Result

Error Message	Student Number	Subject Group	Class	Student Name	Elective Subject Code	Subject Short Name	Number of Subject Groups	Block
	0000046436	CLIT1 1	3A	CHAN XXX HO	CLIT1	文學	1	3
	0000046436	ECON1 1	3A	CHAN XXX HO	ECON1	經濟	1	2
	0000046436	ICT1 2	3A	CHAN XXX HO	ICT1	資訊	2	1
	0000146436	CLIT1 2	3A	CHAN XXX HO	CLIT1	文學	2	2
	0000146436	GEO1 2	3A	CHAN XXX HO	GEO1	地理	2	1
	0000146436	P&C1 1	3A	CHAN XXX HO	P&C1	物化	1	3
	0000042632	CLIT1 1	3A	CHAN XXX MAN	CLIT1	文學	1	3
	0000042632	GEO1 2	3A	CHAN XXX MAN	GEO1	地理	2	1
	0000042632	P&B1 1	3A	CHAN XXX MAN	P&B1	物生	1	2
	0000089328	CLIT1 1	3A	CHAN XXX TAT	CLIT1	文學	1	3
	0000089328	ECON1 1	3A	CHAN XXX TAT	ECON1	經濟	1	2
	0000089328	ICT1 2	3A	CHAN XXX TAT	ICT1	資訊	2	1
	0000030957	BAFS1 1	3A	CHAN XXX TING	BAFS1	企業	1	1
	0000030957	ICT1 1	3A	CHAN XXX TING	ICT1	資訊	1	3
	0000030957	P&B1 1	3A	CHAN XXX TING	P&B1	物生	1	2
	0000001094	BIO1 1	3A	CHAN XXX TING	BIO1	生物	1	3
	0000001094	CHEM1 1	3A	CHAN XXX TING	CHEM1	化學	1	2
	0000001094	ECON1 2	3A	CHAN XXX TING	ECON1	經濟	2	1
	0000054686	BAFS1 2	3A	CHAN XXX WAH	BAFS1	企業	2	3

< Back **Import** Cancel

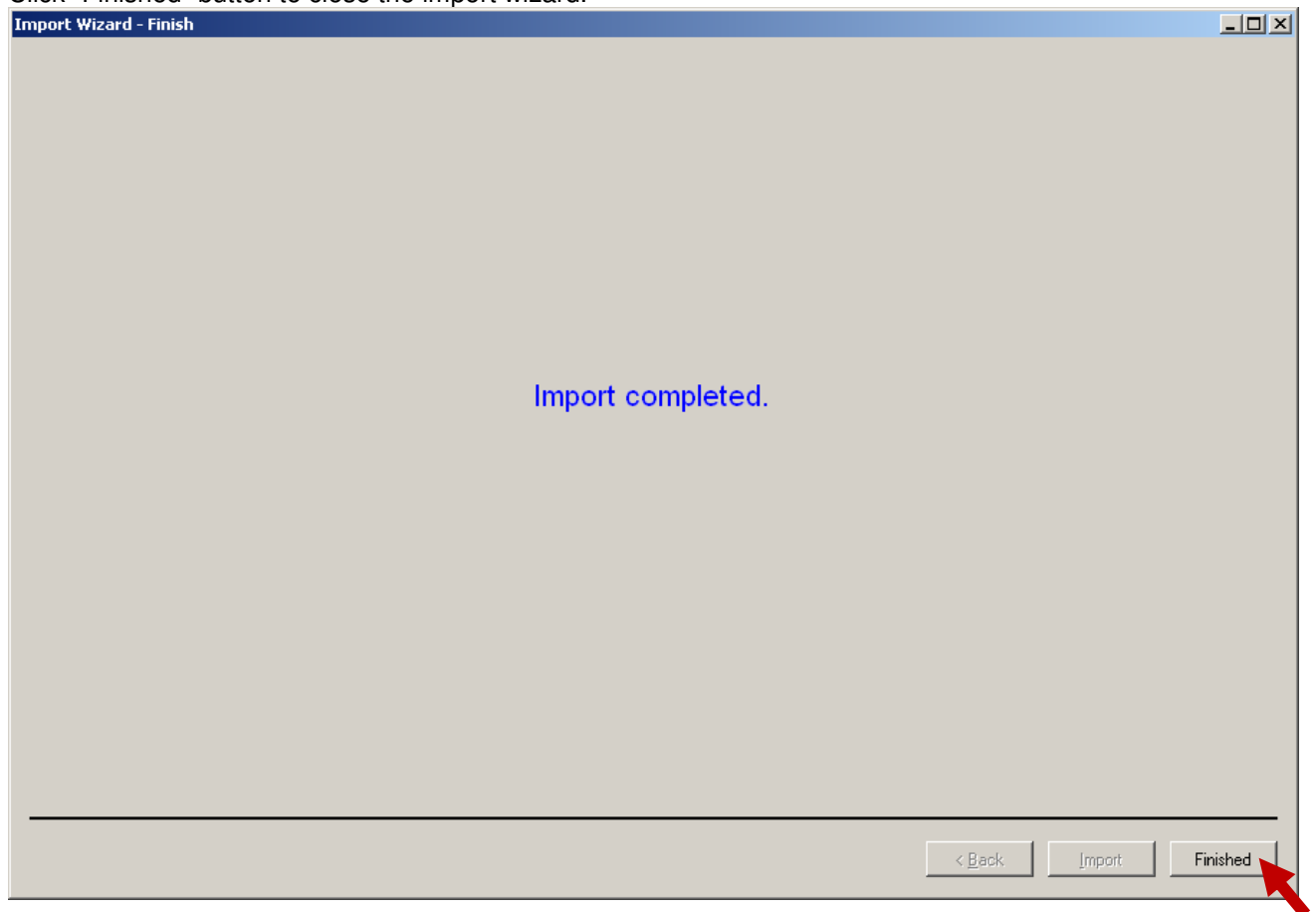
Click “Yes” to confirm the import.



Import is completed.



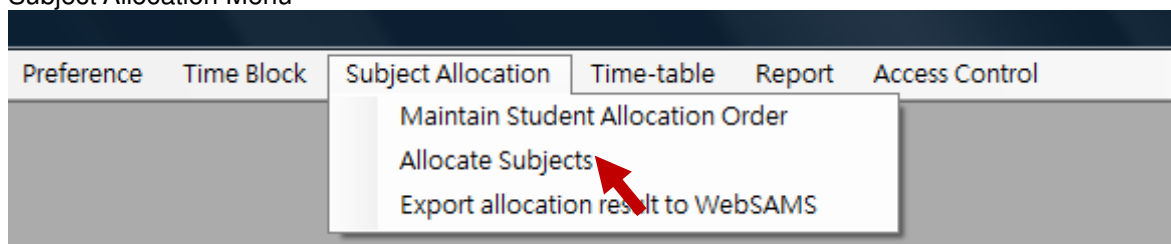
Click “Finished” button to close the import wizard.



10.2.6 How to export allocated subjects

User can export data to Excel/CSV file for further manipulation or export an empty file as a template for import later by clicking Subject Allocation Menu (Subject Allocation -> Allocate Subjects).

Subject Allocation Menu



In the Allocate Subjects screen, click “Export” button.

Selected Student

Student Number: 0000046436 Student Name: CHAN XXX HO Rank: 1 Allocation Order: 196

All Students | Students' Preference | Students Allocated to Subject Group

Violet Color Background - Compulsory block unallocated
Red Font - students with insufficient allocation

☒	Student No.	Class	Class No.	Student Name	Rank	Allocation Order	No. of Electives to be Taken	No. of Electives Allocated	Block 1	Block 2	Block 3
☒	0000046436	3A		CHAN XXX HO	1	196	3	3	資訊 (1)	經濟 (2)	文學 (3)
☒	0000146436	3A		CHAN XXX HO	1	120	3	3	地理 (2)	文學 (1)	物化 (4)
☒	0000042632	3A		CHAN XXX MAN	3	179	3	3	地理 (3)	物生 (1)	文學 (4)
☒	0000089328	3A		CHAN XXX TAT	2	96	3	3	資訊 (1)	經濟 (2)	文學 (3)
☒	0000030957	3A		CHAN XXX TING	4	12	3	3	企業 (3)	物生 (1)	資訊 (4)
☒	0000001094	3A		CHAN XXX TING	5	106	3	3	經濟 (3)	化學 (1)	生物 (2)
☒	0000054686	3A		CHAN XXX WAH	6	47	3	3	經濟 (4)	物生 (1)	企業 (3)
☒	0000046236	3A		CHEUNG XXX WD	7	174	3	3	物理 (1)	經濟 (4)	生物 (1)

Total no. of students: 200
User: sa Database: C:\EDB\SOP\Training\Main.acdde

Select destination folder and input the file name, then click “Save”. (Or user can select CSV file format in “Save as type” before clicking “Save” button)

Save As

Save in: SOP Files

File name: AllocationResultReport

Save as type: Excel file

Save Cancel

Export is completed.

SOP

Export completed.

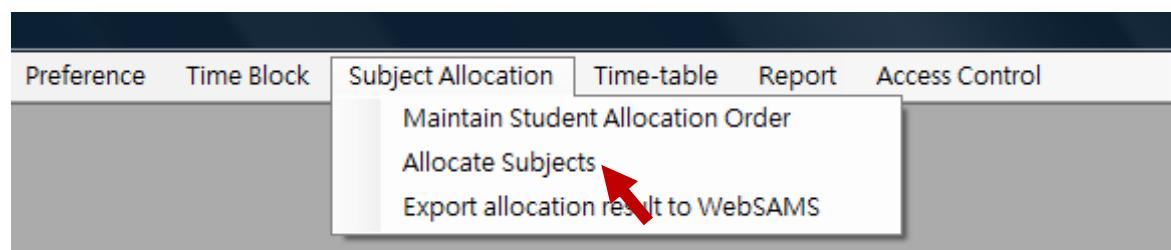
OK

The sample exported file can be opened by Excel as follows:

Student Number	Class	Student Name	Subject Group	Elective Subject Code	Subject Short Name	Number of Subject Groups	Block
0000046436	3A	CHAN XXX HO	CLIT1 1	CLIT1	文學	1	3
0000046436	3A	CHAN XXX HO	ECON1 1	ECON1	經濟	1	2
0000046436	3A	CHAN XXX HO	ICT1 2	ICT1	資訊	2	1
0000146436	3A	CHAN XXX HO	CLIT1 2	CLIT1	文學	2	2
0000146436	3A	CHAN XXX HO	GEO1 2	GEO1	地理	2	1
0000146436	3A	CHAN XXX HO	P&C1 1	P&C1	物化	1	3
0000042632	3A	CHAN XXX MAN	CLIT1 1	CLIT1	文學	1	3
0000042632	3A	CHAN XXX MAN	GEO1 2	GEO1	地理	2	1
0000042632	3A	CHAN XXX MAN	P&B1 1	P&B1	物生	1	2
0000089328	3A	CHAN XXX TAT	CLIT1 1	CLIT1	文學	1	3
0000089328	3A	CHAN XXX TAT	ECON1 1	ECON1	經濟	1	2
0000089328	3A	CHAN XXX TAT	ICT1 2	ICT1	資訊	2	1
0000030957	3A	CHAN XXX TING	BAFS1 1	BAFS1	企業	1	1
0000030957	3A	CHAN XXX TING	ICT1 1	ICT1	資訊	1	3
0000030957	3A	CHAN XXX TING	P&B1 1	P&B1	物生	1	2
0000001094	3A	CHAN XXX TING	BIO1 1	BIO1	生物	1	3
0000001094	3A	CHAN XXX TING	CHEM1 1	CHEM1	化學	1	2

10.3 Export allocation result to WebSAMS

User can export the generated allocation result to WebSAMS . Click Subject Allocation Menu (Subject Allocation -> Export allocation result to WebSAMS).

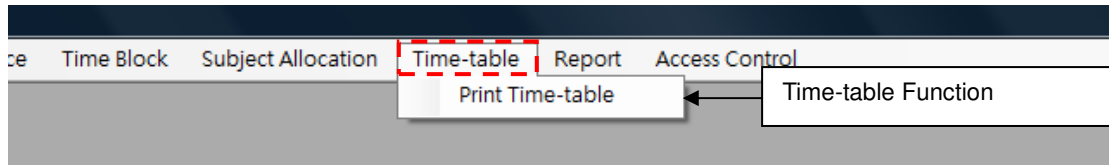


Input export criteria; School Year and/or Class Level if only partial data will be exported.

After inputting export criteria, user can click “Export to Data File” if he wants to save the data file first, then import to WebSAMS manually.

11 TIME-TABLE

This section shows how to perform print Time-table function.

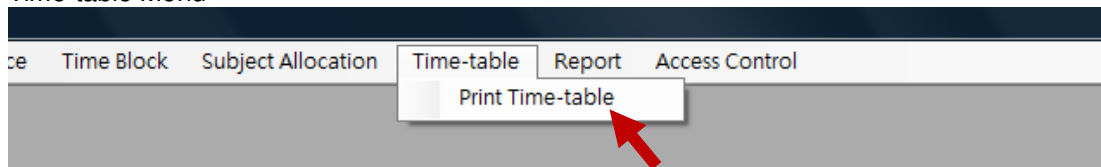


11.1 Print Time-table

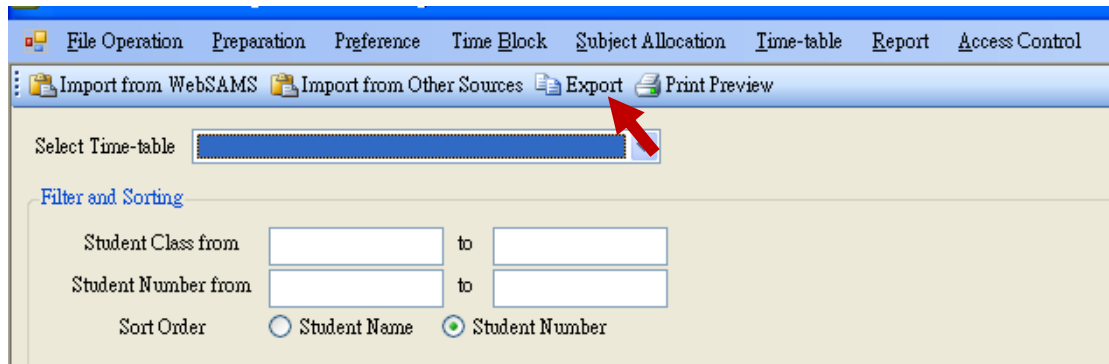
11.1.1 How to export, import and print time-table

User can print time-table by clicking Time-table Menu (Time-table -> Print Time-table).

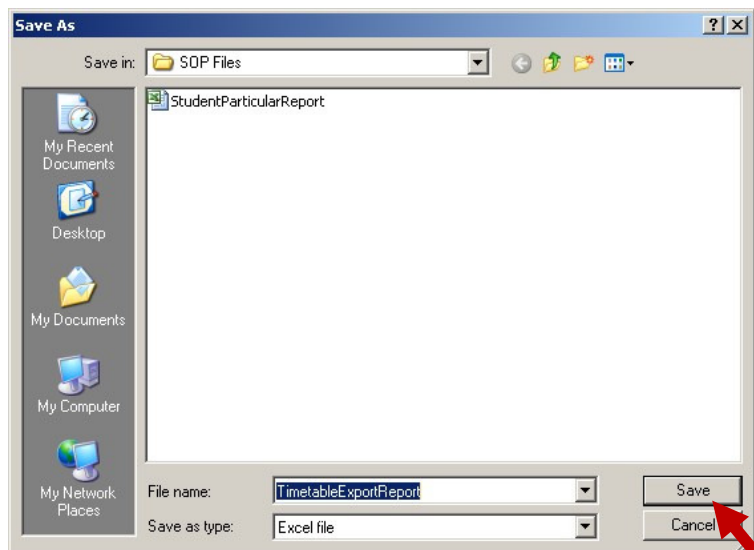
Time-table Menu



Firstly, click 'Export' button to save blank time-table for filling in core subjects.



Select destination folder and input file name, then click "Save".



Open the exported file by Microsoft Excel and fill in core subjects' information and then click "Save" button.

Microsoft Excel - [Compatibility Mode]

HomeInsertPage LayoutFormulasDataReviewView

Paste

MingLiU10

General

ClipboardFontAlignmentNumberStylesCellsEditing

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Table ID	Block Code	Subject Group Code	Subject Description	Subject Code	Class Code	Day Number	Day Order	Class Length	Start Hour	Start Minute	End Hour	End Minute	Duration	Room Code	Teacher Code	
1	TABLE1S	Block 3		CHEM1	CHEM1	3A	Day 1	1	1	8	15	8	55	40	413	SWC	
2	TABLE1S	Block 3		ICT1	ICT1	3A	Day 1	1	1	8	15	8	55	40	513	WKY	
3	TABLE1S	Block 3		CLIT1	CLIT1	3A	Day 1	1	1	8	15	8	55	40	612	CCK	
4	TABLE1S	Block 3		ECON1	ECON1	3A	Day 1	1	1	8	15	8	55	40	613	WSH	
5	TABLE1S	Block 3		HIST1	HIST1	3A	Day 1	1	1	8	15	8	55	40	511	CYW	
6	TABLE1S	Block 3		P&B1	P&B1	3A	Day 1	1	1	8	15	8	55	40	312	MSL	
7	TABLE1S			MATH	MATH	3A	Day 1	2	1	8	55	9	35	40	402	KC	
8	TABLE1S			ENG	ENG	3A	Day 1	3	1	9	35	10	15	40	402	LSP	
9	TABLE1S			CHIN	CHIN	3A	Day 1	4	1	10	35	11	15	40	402	CMW	
10	TABLE1S			CHIN	CHIN	3A	Day 1	5	1	11	15	11	55	40	402	CMW	
11	TABLE1S	Block 1		ICT1	ICT1	3A	Day 1	6	1	13	25	14	5	40	513	WKY	
12	TABLE1S	Block 1		HIST1	HIST1	3A	Day 1	6	1	13	25	14	5	40	511	CYW	
13	TABLE1S	Block 1		GEO1	GEO1	3A	Day 1	6	1	13	25	14	5	40	611	PKF	
14	TABLE1S	Block 1		BIO1	BIO1	3A	Day 1	6	1	13	25	14	5	40	312	WLI	
15	TABLE1S	Block 1		BAFS1	BAFS1	3A	Day 1	6	1	13	25	14	5	40	512	LMT	
16	TABLE1S	Block 1		P&C1	P&C1	3A	Day 1	6	1	13	25	14	5	40	412	LOS	
17	TABLE1S			LS	LS	3A	Day 1	7	1	14	5	14	45	40	402	HCS	
18	TABLE1S			LS	LS	3A	Day 1	8	1	14	45	15	25	40	402	NYS	
19	TABLE1S																

Ready100%

Secondly, click 'Import from Other Sources'.

File Operation Preparation Preference **Time Block** Subject Allocation Time-table Report Access Control

Import from WebSAMS **Import from Other Sources** Export Print Preview

Select Time-table:

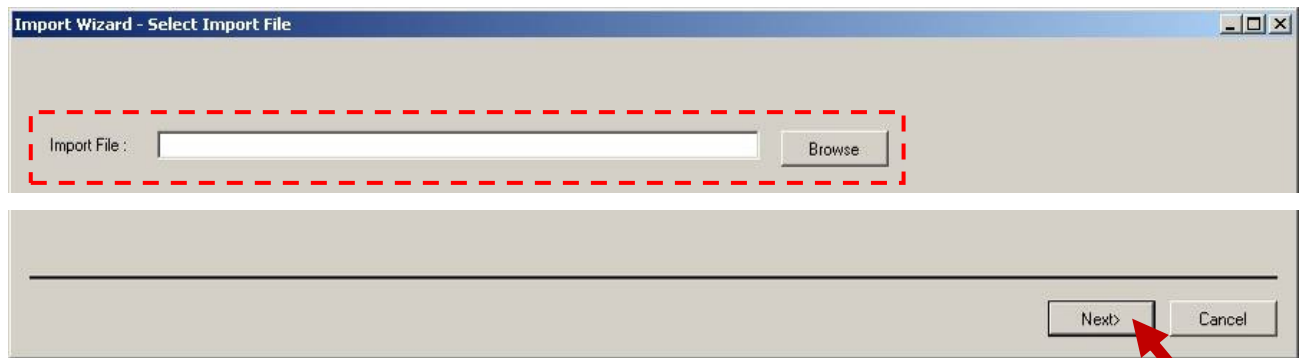
Filter and Sorting

Student Class from: to:

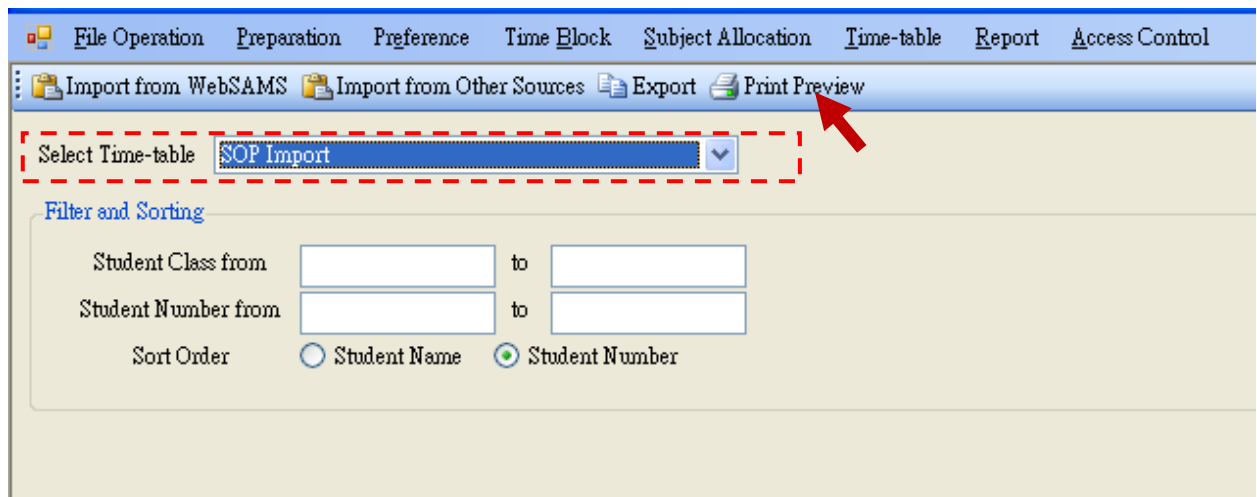
Student Number from: to:

Sort Order: ☐ Student Name ☒ Student Number

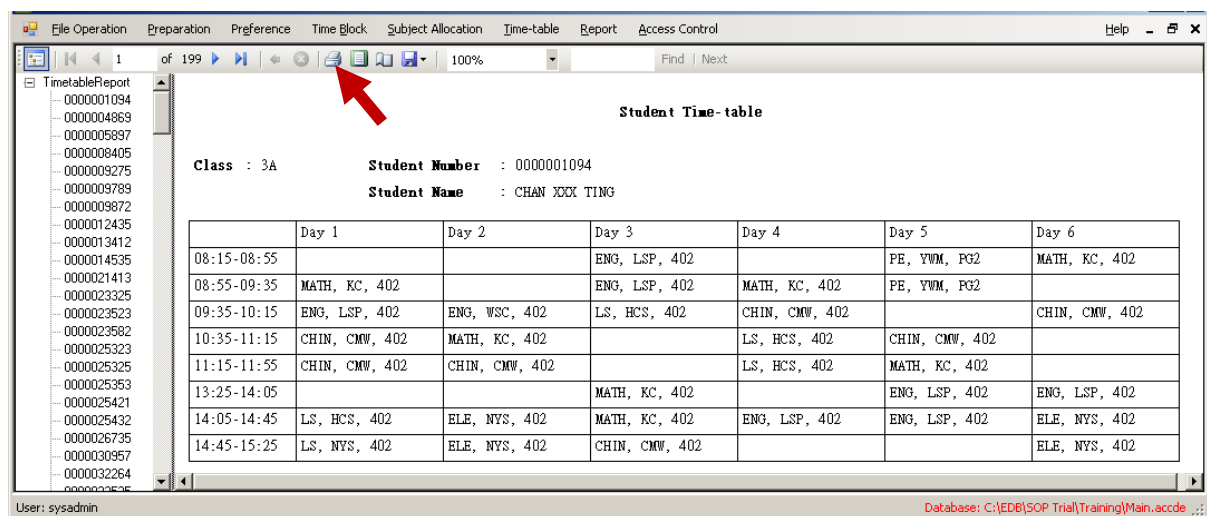
Select the Excel file that filled with core subjects.



Finally, in the Print Time-table screen, select a time table, and enter filtering information if needed, then click "Print Preview".



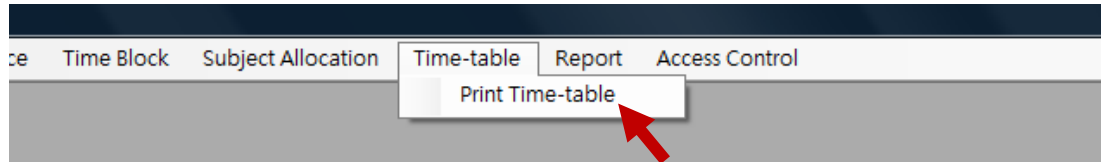
When the result of Print Time-table is ready, click "Print" button to print.



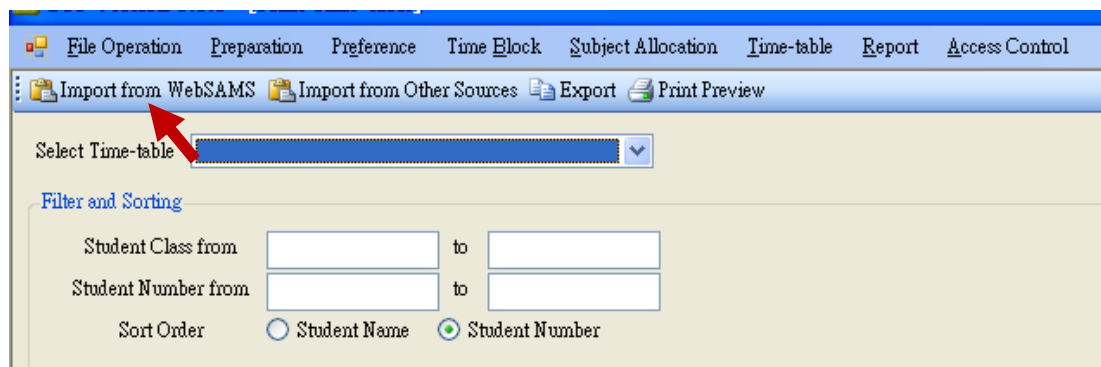
11.1.2 How to import time-table from WebSAMS

User can import time-table from WebSAMS by clicking Time-table Menu (Time-table -> Print Time-table).

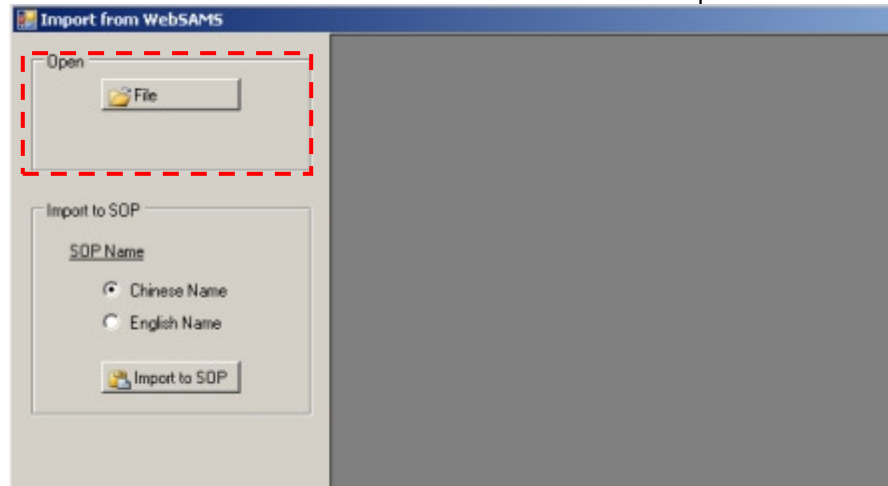
Time-table Menu



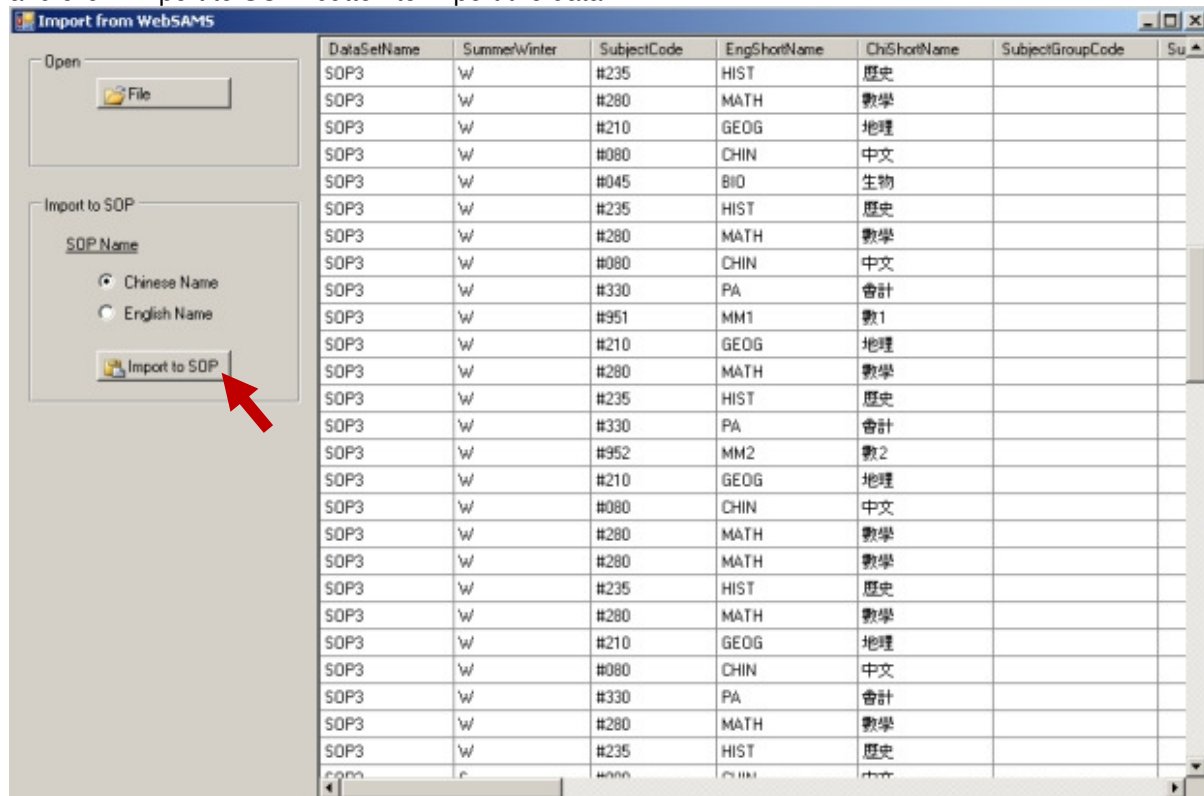
Click 'Import from WebSAMS' button.



User can click "File" button to select the data file that is exported from WebSAMS



When the system loaded the data, select “SOP Name” (either Chinese or English will be imported) and click “Import to SOP” button to import the data.

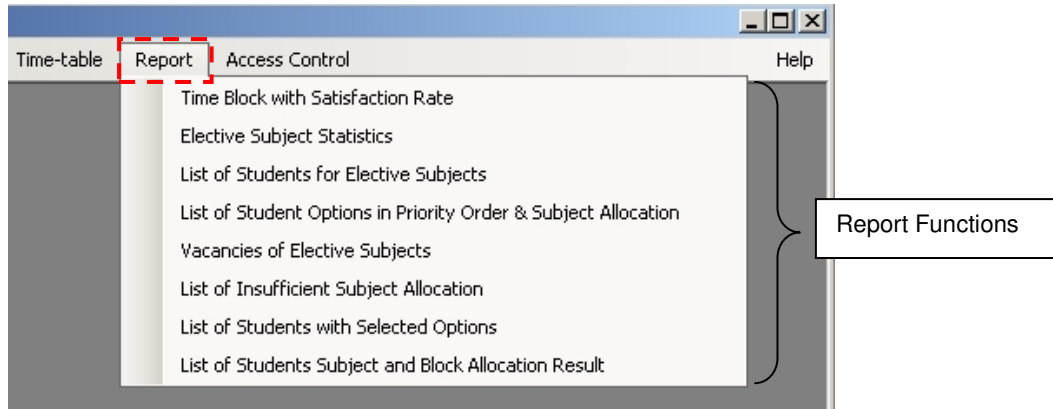


Import is completed.



12 REPORT

This section shows how to perform all report functions, i.e. Time Block with Satisfaction Rate, Elective Subject Statistics, and List of Student for Elective Subjects, List of Student Options in Priority Order & Subject Allocation, Vacancies of Elective Subjects, List of Insufficient Subject Allocation, and List of Students with Selected Options.

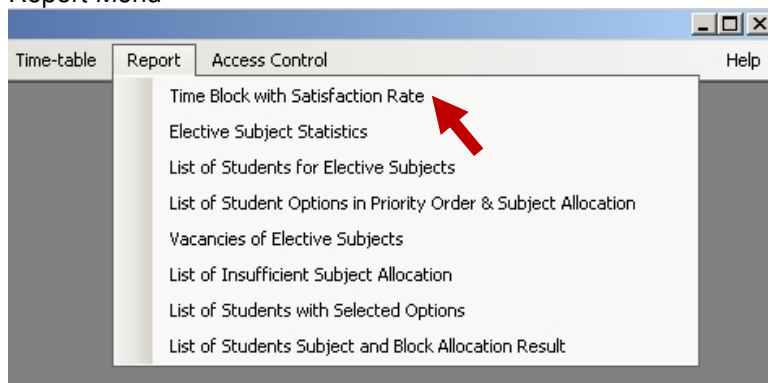


12.1 Time Block with Satisfaction Rate

Description: This report lists time block generation result and allocation satisfaction rate of each priority and overall satisfaction rate.

User can print the report by clicking Report Menu (Report -> Time Block with Satisfaction Rate).

Report Menu



When the result of Time Block with Satisfaction Rate is ready, click "Print" button to print.

File Operation Preparation Preference **Time Block** Subject Allocation Time-table Report Access Control

Report ID: RPT001 **Student Option Programme** Date: 21/05/2009

Time Block with Satisfaction Rate Page: 1/1

This result is generated by: WebSAMS_test.accde

Time Block Allocation

Subject Group	Block 1	Block 2	Block 3
生物		生物 (19/40)	
化學	化學 (0/40)		
物理			物理 (9/40)
生化	生化 (20/40)		
文學		文學 (35/40)	
中史			中史 (23/40)
經濟 組別 1		經濟 組別 1 (0/40)	
經濟 組別 2			經濟 組別 2 (11/40)
地理	地理 (14/40)		
歷史			歷史 (6/40)
企業 組別 1	企業 組別 1 (13/40)		
企業 組別 2		企業 組別 2 (5/40)	
資訊			資訊 (38/40)
體育		體育 (29/40)	
Allocated Seats/No. of Student	113/115	112/115	113/115

* (Vacancies/Capacity)

Satisfaction Rate

Preference	Assigned	Not Assigned	%
1	113	0	100.00%
2	99	14	87.61%
3	82	31	72.57%
4	34	79	30.09%
5	18	95	15.93%
6	13	100	11.50%
7	8	105	7.08%
8	2	88	2.22%
9	2	19	9.52%
Number of Subjects Assigned	338		
Number of Student Options of the Top 3 Priority	345		
Number of Student Options Entered	902		
Overall Allocated Rate	97.97%		
Overall Satisfaction Rate	89.09%		

End

Remarks:

物理 (9/40)

Figure in bracket: Vacancies / Capacity

Overall Allocated Rate	97.97%
------------------------	--------

Overall Allocated Rate: (Number of subjects assigned / Number of subjects need to be allocated) X 100%

Overall Satisfaction Rate	89.09%
---------------------------	--------

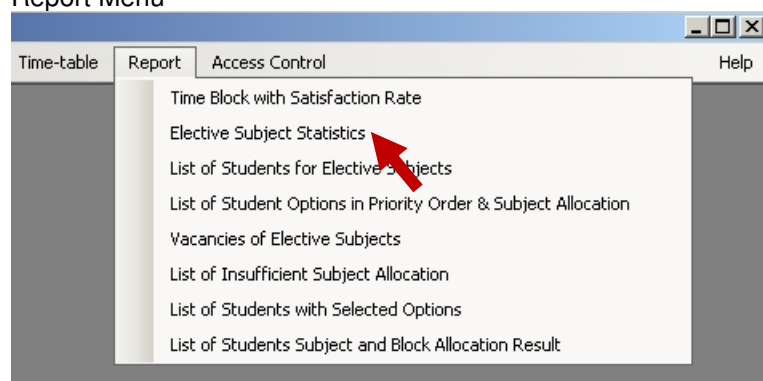
Overall Satisfaction Rate: (Number of subjects assigned with best allocation result / Number of subjects need to be allocated) X 100%

12.2 Elective Subject Statistics

Description: This report lists Statistics of student preferences grouped by subjects.

User can print the report by clicking Report Menu (Report -> Elective Subject Statistics).

Report Menu



When the result of Elective Subject Statistics is ready, click "Print" button to print.

File Operation Preparation Preference Time Block Subject Allocation Time-table Report Access Control Help

1 of 1 75% Find / Next

Report ID: RPT002 Student Option Programme Date: 21/05/2009

Elective Subject Statistics Page: 1/1

This result is generated by: WebSAMS_test.acode

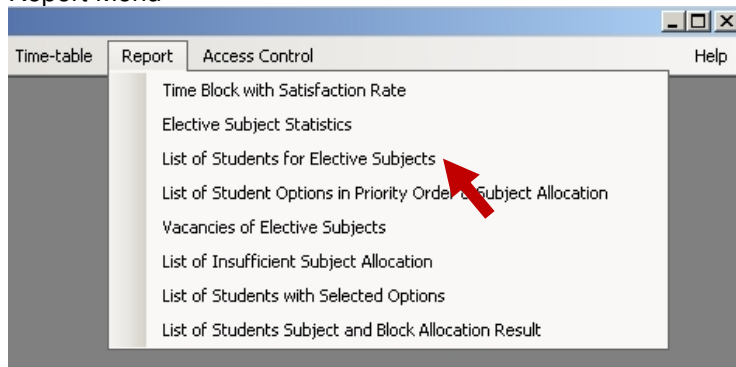
Subject	# of Groups Offered	Filled Vacancies/Capacity	# of 1st - nth Priority	Total # of Options	Student Options in Order of Priority					
					01	02	03	04	05	06
生物	1	21/40	23	91	2	9	12	14	6	10
化學	1	40/40	38	96	33	4	5	10	18	16
物理	1	31/40	33	80	12	7	17	11	13	8
生化	1	20/40	20	66	15	4	6	12	4	6
文學	1	5/40	8	36	0	3	4	8	6	6
中史	1	17/40	15	64	6	2	8	11	15	7
經濟	2	69/80	66	111	18	23	24	13	10	7
地理	1	26/40	26	89	4	9	16	10	12	15
歷史	1	34/40	40	82	19	15	6	5	7	6
企業	2	62/80	54	106	14	31	10	10	7	12
資訊	1	2/40	4	31	0	1	2	3	3	7
體育	1	11/40	12	63	1	6	4	7	14	13
End										

12.3 List of Students for Elective Subjects

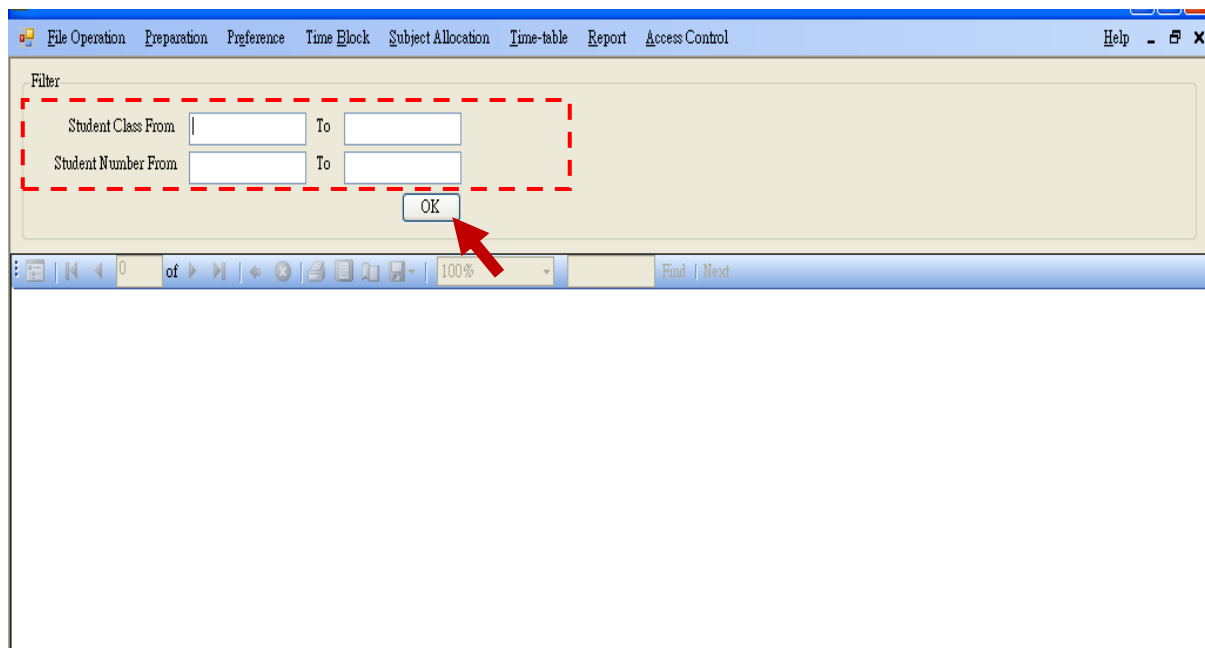
Description: This report lists the elective subjects allocated to students grouped by subject name and class. User may filter the result by class range and student number range.

User can print the report by clicking Report Menu (Report -> List of Students for Elective Subjects).

Report Menu



In the List of Students for Elective Subjects screen, enter Student Classes and Student Numbers in the searching filter (if any), and then click "OK" for Preview.



When the result of List of Student for Elective Subjects is ready, click “Print” button to print.

Filter

Student Class From To

Student Number From To

OK

Report ID: RPT003 **Student Option Programme** Date: 21/05/2009

List of Students for Elective Subjects Page: 1/8

Student Class: All

Student Number: All

Subject Name: 生物

Class: 3A

<u>Student Number</u>	<u>Student Name</u>
2006013	LIU HOI PUI FIONA
2006014	LO HIU TING
2006015	LUI MAN KIT
2006016	LUI PO CHING
2006022	WONG LOK MAN
2006026	YEUNG WAH CHUEN
2007001	CHAN YUEN YUEN

Class: 3B

<u>Student Number</u>	<u>Student Name</u>
2006040	CHOW CHUI NGAN
2006052	LAU KA WUN
2006058	LEUNG TSZ HO

Class: 3C

<u>Student Number</u>	<u>Student Name</u>
-----------------------	---------------------

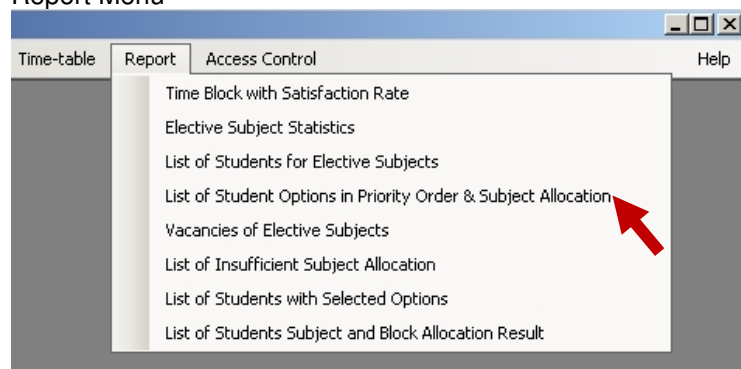
User: sysadmin Database: C:\Documents and Settings\andrewchan\桌面\Mastertimetable\WebSAMS_test.acode

12.4 List of Student Options in Priority Order & Subject Allocation

Description: This report lists student preferences and their allocated result.

User can print the report by clicking Report Menu (Report -> List of Student Options in Priority Order & Subject Allocation).

Report Menu



When the result of List of Student Options in Priority Order & Subject Allocation is ready, click “Print” button to print.

Report ID: RPT004

Student Option Programme Date: 18/05/2009

List of Student Options in Priority Order and Subject Allocation Page: 1/7

Stn No.	Name	Class	Class Number	Rank	Option 01	Option 02	Option 03	Option 04	Option 05	Option 06	Sci 1	Sci 2	Sci 3
000001094	CHAN XXX TING	3A		5	化學	生物	經濟	文學	物化	歷史			
000004869	KONG XXX PING	3A		13	資訊	企業	Two Science Subjects 兩科理科科目	生化	文學	地理			
000005897	PAU XXX YIN	3A		23	歷史	地理	生物	生化	經濟	企業	生物, 物理	化學, 物理	生物, 化學
000008405	LEE XXX MING	3A		18	文學	地理	Two Science Subjects 兩科理科科目	物生	資訊	企業			
000009275	WONG XXX TING	3A		28	Two Science Subjects 兩科理科科目	物化	資訊	企業	文學	地理	生物, 化學	物理, 生物	物理, 化學
000009789	LAI XXX SIM	3A		14	化學	物生	歷史	地理	經濟	企業	物理, 生物	化學, 生物	物理, 化學
000009872	CHOW XXX WING	3B		39	化學	Two Science Subjects 兩科理科科目	歷史	文學	經濟	資訊			
000012435	CHEUNG XXX WO	3C		67	經濟	資訊	化學	Two Science Subjects	歷史	文學	生物, 物理	生物, 化學	化學, 物理

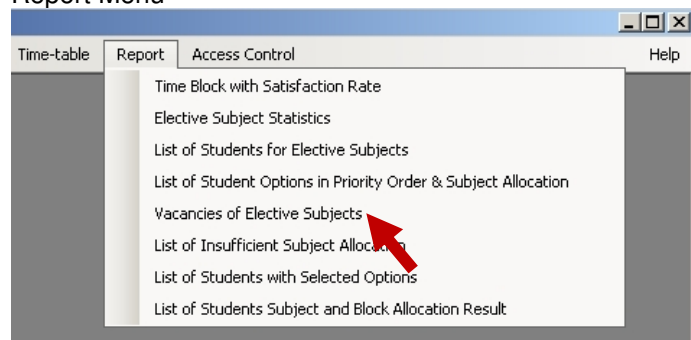
User: sa Database: C:\EDB\SOP\Training\Main.accd

12.5 Vacancies of Elective Subjects

Description: this report lists vacancy of each subject group in block.

User can print the report by clicking Report Menu (Report -> Vacancies of Elective Subjects).

Report Menu



When the result of Vacancies of Elective Subjects is ready, click "Print" button to print.

The screenshot shows the 'Vacancies of Elective Subjects' report. The report ID is RPT005, dated 18/05/2009, and is page 1 of 1. The report title is 'Student Option Programme'. The report content is as follows:

Elective Subjects	Block 1	Block 2	Block 3
生物	0	0	14
化學	0	11	0
物理	1	0	0
物化	0	0	24
生化	31	0	0
物生	0	15	0
文學 1	0	0	8
文學 2	0	0	0
經濟 1	0	5	0
經濟 2	0	0	0
地理 1	0	0	0
地理 2	4	0	0
歷史 1	0	0	1
歷史 2	0	15	0
企業 1	1	0	0
企業 2	0	0	0
資訊 1	0	0	2
資訊 2	5	0	0

End

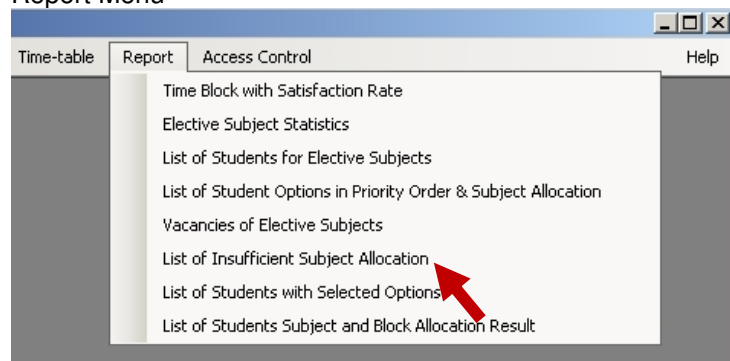
User: sa Database: C:\EDB\SOP\Training\Main.accde

12.6 List of Insufficient Subject Allocation

Description: this report lists students with insufficient subject allocation and the number of subjects allocated to the students.

User can print the report by clicking Report Menu (Report -> List of Insufficient Subject Allocation).

Report Menu



When the result of List of Insufficient Subject Allocation is ready, click "Print" button to print.

The screenshot shows the 'Student Option Programme' window with the 'List of Insufficient Subject Allocation' report displayed. The report includes a toolbar with a 'Print' button (indicated by a red arrow). The report data is as follows:

Row	Student Name	Class	Class Number	Next Year Class	Student Number	Rank	Allocation Order	Allocation
1	WONG XXX TING	3A			0000009275	28	186	2 out of 3 elective subjects
2	CHIU XXX MING	3C			0000042353	68	170	2 out of 3 elective subjects
3	KONG XXX PING	3D			0000052353	103	141	0 out of 3 elective subjects
4	LEE XXX YIP	3D			0000068548	106	152	2 out of 3 elective subjects
5	CHAN XXX HO	3D			0000068586	91	191	2 out of 3 elective subjects
6	LAW XXX	3B			0000074653	45	180	2 out of 3 elective subjects
7	CHOW XXX WING	3D			0000076574	99	116	2 out of 3 elective subjects
8	CHAN XXX MAN	3E			0000084586	123	187	0 out of 3 elective subjects
9	LEE XXX SZE	3A			0000086973	17	194	2 out of 3 elective subjects
10	LEE XXX SZE	3C			0000089697	77	168	2 out of 3 elective subjects
11	WONG XXX TING	3A			0000109275	28	62	2 out of 3 elective subjects
12	WONG XXX TING	3B			0000209275	28	77	2 out of 3 elective subjects
13	WONG XXX TING	3D			0000409275	28	20	2 out of 3 elective subjects

END

Report ID: RPT006
Date: 18/05/2009
Page: 1/1

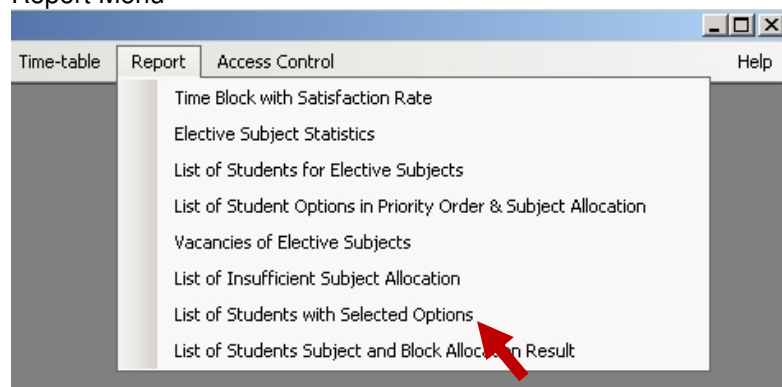
User: sa
Database: C:\EDB\SOP\Training\Main.accde

12.7 List of Students with Selected Options

Description: This Report lists students and their allocated result.

User can print the report by clicking Report Menu (Report -> List of Students with Selected Options).

Report Menu



When the result of List of Students with Selected Options is ready, click "Print" button to print.

The screenshot shows the 'Student Option Programme' window. The title bar includes 'File Operation', 'Preparation', 'Preference', 'Time Block', 'Subject Allocation', 'Time-table', 'Report', 'Access Control', and 'Help'. The menu bar has 'File', 'Edit', 'View', 'Tools', 'Window', and 'Help'. The toolbar contains various icons, including a 'Print' icon (represented by a printer). A red arrow points to the 'Print' icon. The main area displays the report 'List of Students with Selected Options' for Report ID: RPT007. The report is dated 21/05/2009 and is page 1 of 3. The report table is as follows:

Student Number	Student Name	Number of Electives	Offered Subject		
			1	2	3
1234ASD14	CHAN SIU KEUNG	3	化學	歷史	企業
2005002	CHAN HON MAN	3	經濟	歷史	企業
2006005	LAM MAN LEE	3	經濟	歷史	企業
2006006	LAM TING FUNG	3	中史	經濟	企業
2006007	LAM YIN YIN	3	經濟	歷史	企業
2006012	LEUNG PAK LUN ALAN	3	經濟	歷史	企業
2006013	LIU HOI PUI FIONA	3	生物	化學	中史
2006014	LO HIU TING	3	生物	化學	歷史
2006015	LUI MAN KIT	3	生物	地理	歷史
2006016	LUI PO CHING	3	生物	地理	歷史
2006017	MAN CHUN HUNG	3	經濟	企業	體育
2006018	NG HO YIN	3	中史	經濟	企業
2006019	POON KWOK HEI	3	經濟	地理	歷史
2006020	TSUI KIT YIN	3	經濟	歷史	企業
2006021	WONG CHUN FAI	3	經濟	歷史	企業
2006022	WONG LOK MAN	3	生物	化學	經濟
2006023	WONG MING YUK	3	經濟	地理	企業
2006024	WONG NGAN PING	3	地理	歷史	企業
2006026	YEUNG WAH CHUEN	3	生物	歷史	企業
2006028	YIU TSZ LING	3	經濟	地理	企業
2006029	YIU TSZ YING	3	文學	經濟	地理

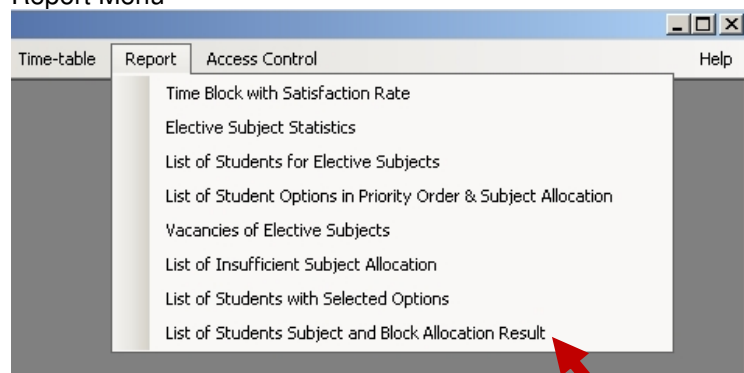
The status bar at the bottom shows 'User: sysadmin' and 'Database: C:\Documents and Settings\andrewechan\桌面\Mastertimetable\WebSAMS_test.acode'.

12.8 List of Students Subject and Block Allocation Result

Description: This Report lists students subject and their block allocated result.

User can print the report by clicking Report Menu (Report -> List of Students Subject and Block Allocation Result).

Report Menu



When the result of List of Students Subject and Block Allocation Result is ready, click "Print" button to print.

Report ID: RPT008

Student Option Programme

List of Students Subject and Block Allocation Result

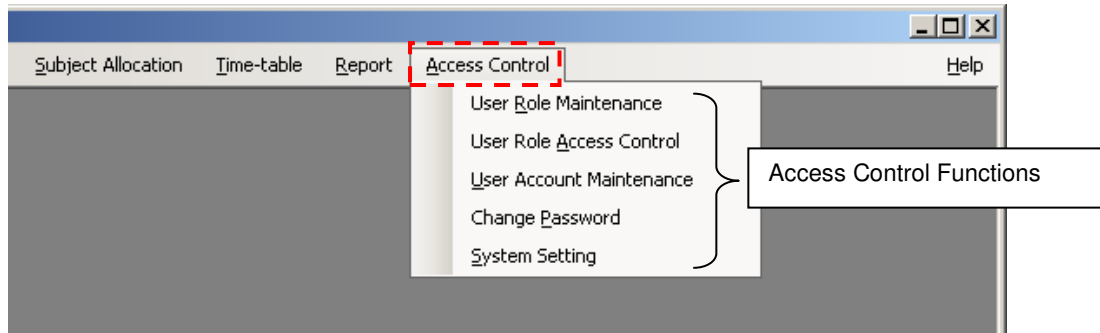
Date: 18/05/2009
Page: 1/5

Student Number	Student Name	Class	Class Number	Next Year Class	Block 1	Block 2	Block 3
000001094	CHAN XXX TING	3A			經濟	化學	生物
000004869	KONG XXX PING	3A			資訊	文學	企業
000005897	PAU XXX YIN	3A			地理	歷史	生物
000008405	LEE XXX MING	3A			地理	物生	文學
000009275	WONG XXX TING	3A			物理		生物
000009789	LAI XXX SUM	3A			地理	化學	歷史
000014535	IP XXX KIT	3A			經濟	歷史	文學
000023582	CHIU XXX MING	3A			經濟	文學	資訊
000030957	CHAN XXX TING	3A			企業	物生	資訊
000032897	LI XXX YIP	3A			地理	物生	歷史
000042632	CHAN XXX MAN	3A			地理	物生	文學
000043987	LEE XXX YIP	3A			經濟	物生	企業
000046236	CHEUNG XXX WO	3A			物理	經濟	生物
000046436	CHAN XXX HO	3A			資訊	化學	文學
000046729	HO XXX LUNG	3A			資訊	經濟	生物
000047689	CHOW XXX WING	3A			企業	地理	歷史
000048695	YUEN XXX WAN	3A			經濟	化學	資訊
000054686	CHAN YYY WAH	3A			經濟	物生	企業

User: sa Database: C:\EDB\SOP\Training\Main.accede

13 ACCESS CONTROL

This section shows how to perform all access control functions, i.e. User Role Maintenance, User Role Access Control, User Account Maintenance, Change Password, and System Setting.

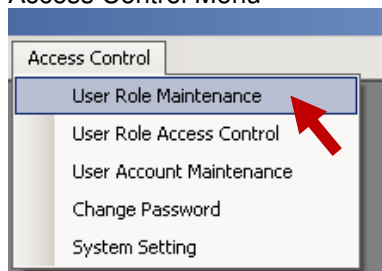


13.1 User Role Maintenance

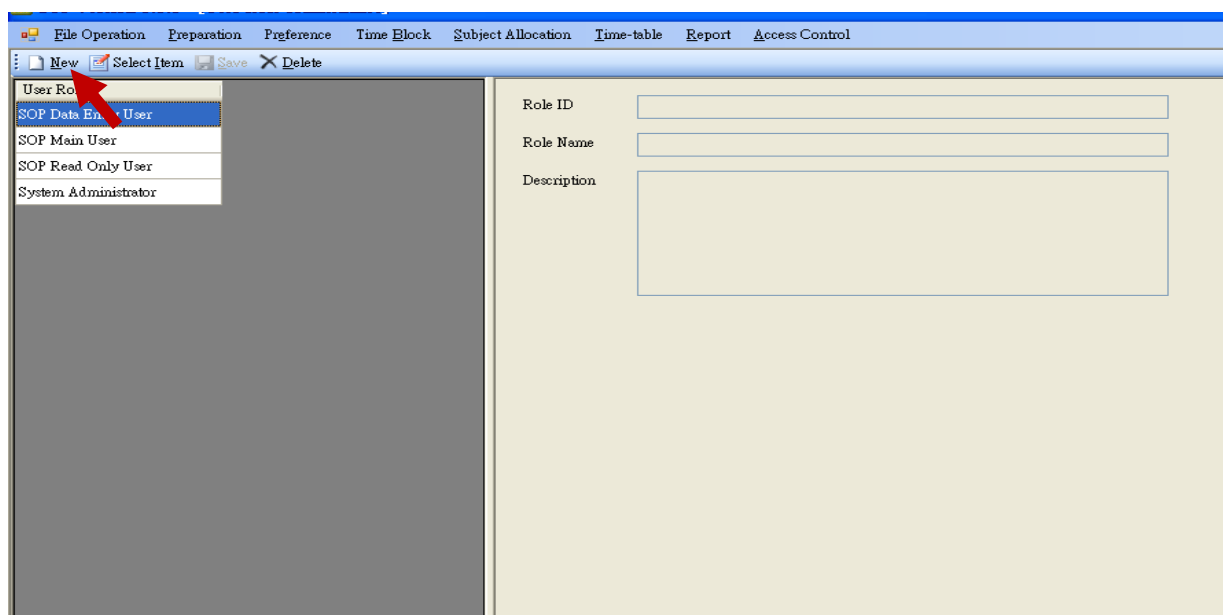
13.1.1 How to create new user role

User can create a new user role by Access Control Menu (Access Control -> User Role Maintenance).

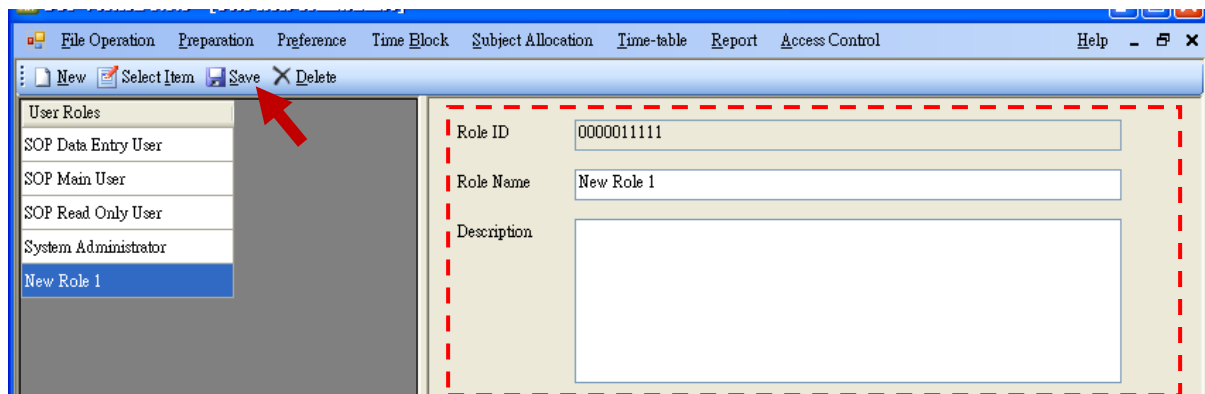
Access Control Menu



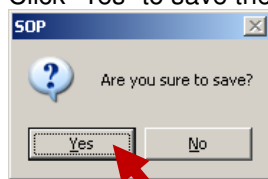
In the User Role Maintenance screen, click "New" button.



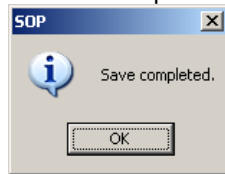
Enter the information of "Role ID", "Role Name" and "Description", and then click "Save" button.



Click "Yes" to save the role.



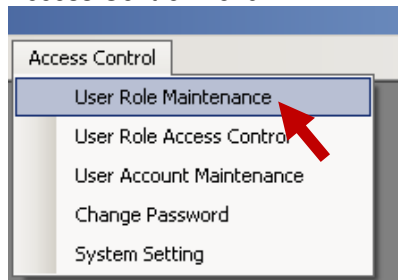
Save is completed.



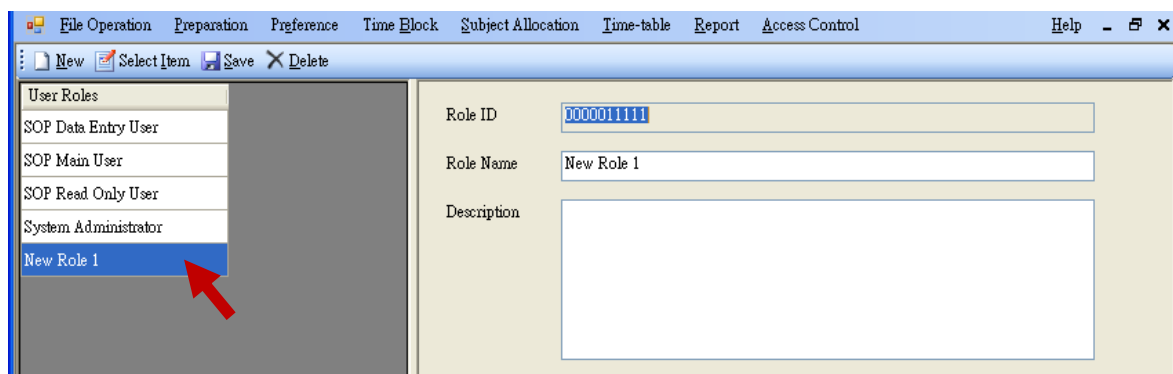
13.1.2 How to edit user role

User can edit user role by Access Control Menu (Access Control -> User Role Maintenance).

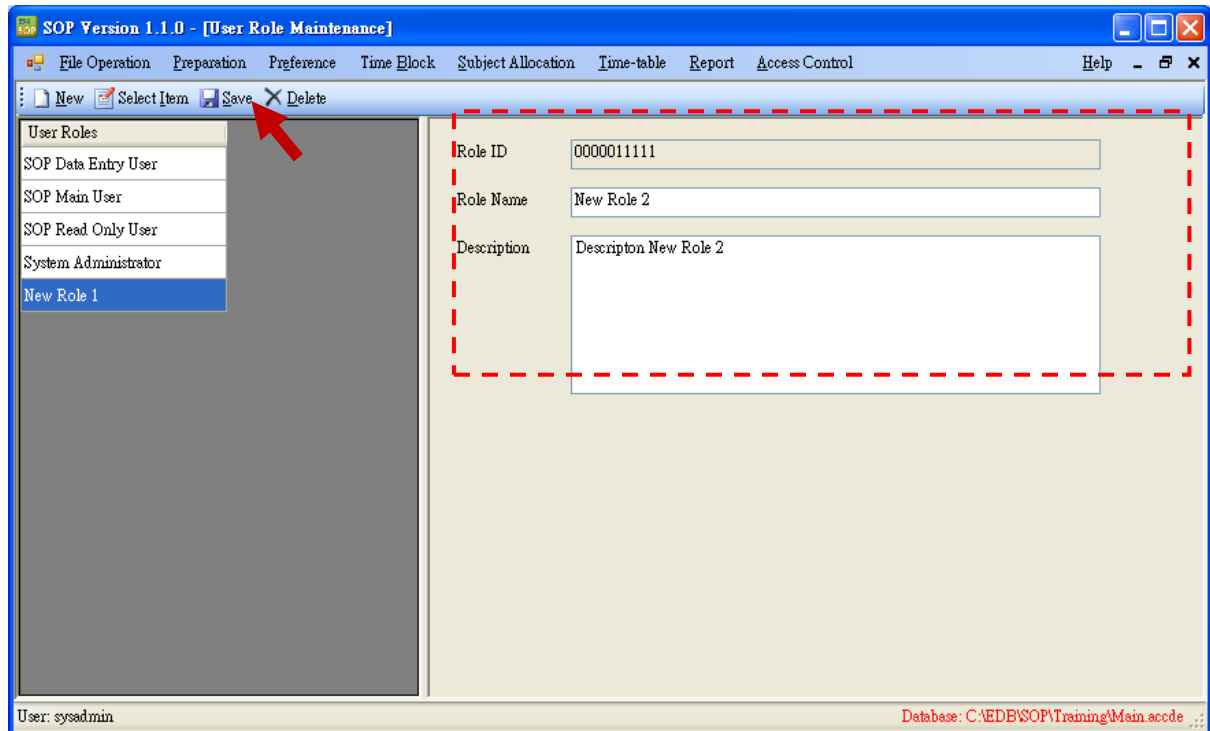
Access Control Menu



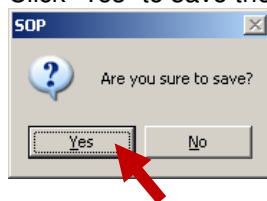
In the User Role Maintenance screen, double click user Role on the list.



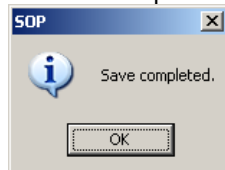
User can modify the information of “Role Name” and “Description”, and click “Save” button.



Click “Yes” to save the role.



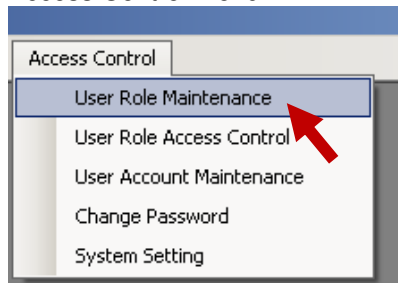
Save is completed.



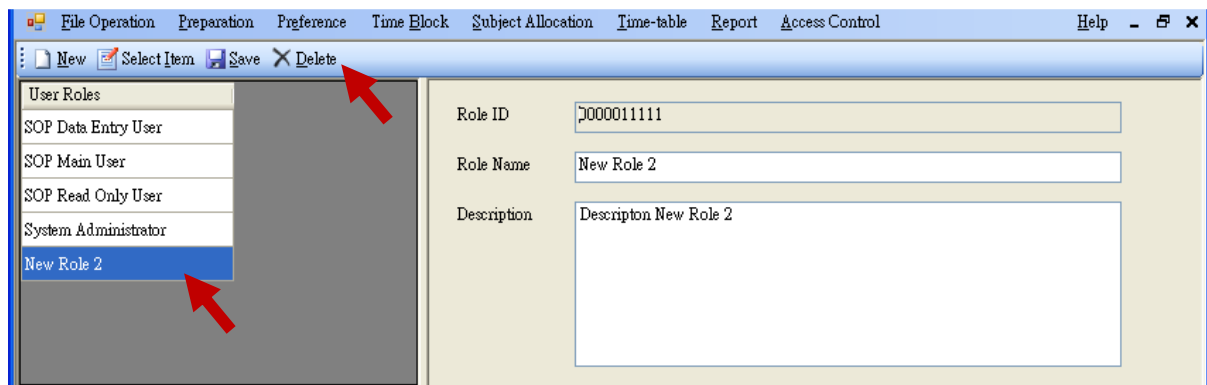
13.1.3 How to delete user role

User can delete user role by Access Control Menu (Access Control -> User Role Maintenance).

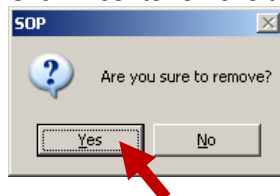
Access Control Menu



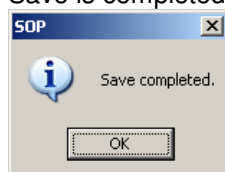
In the User Role Maintenance screen, choose User Role in the “User Roles” list, and then click “Delete” button.



Click “Yes” to remove the role.



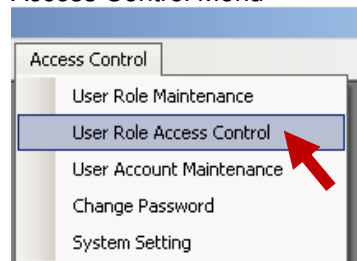
Save is completed.



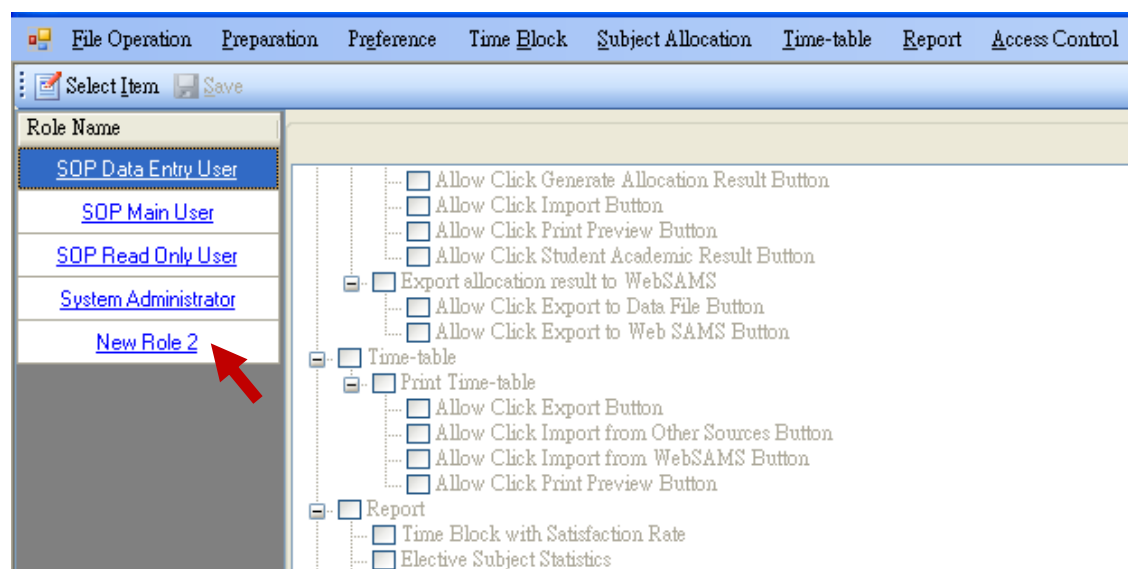
13.2 User Role Access Control

User can modify the access right of user role by Access Control Menu (Access Control -> User Role Access Control).

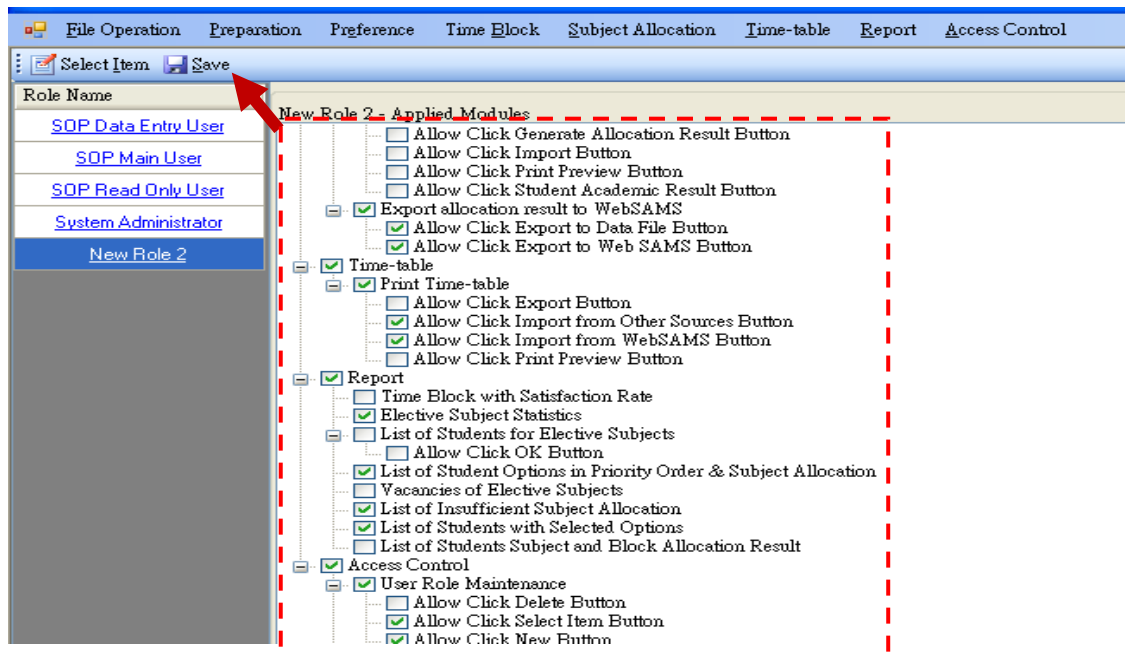
Access Control Menu



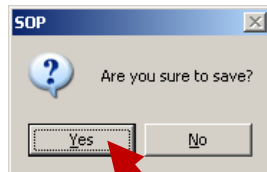
In the User Role Access Control screen, double click a Role Name on the list.



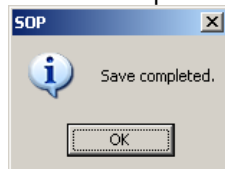
Check the checkbox(es) on the Applied Modules screen to grant related access right to the selected role. Click “Save” button when the changes are finished.



Click “Yes” to save the setting.



Save is completed.

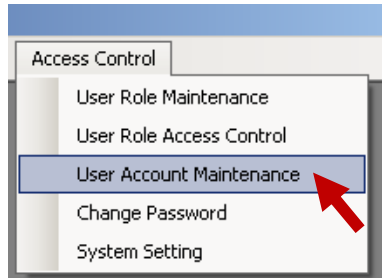


13.3 User Account Maintenance

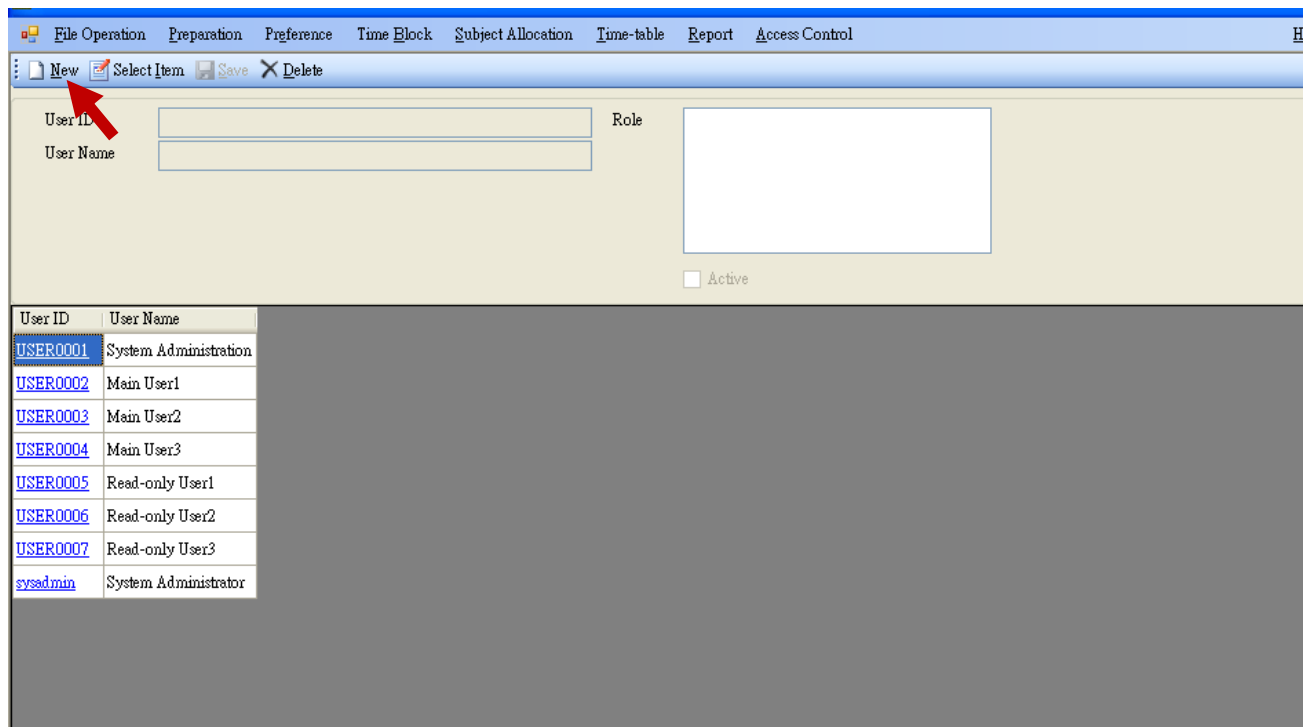
13.3.1 *How to create new user account*

User can create a new user account by Access Control Menu (Access Control -> User Account Maintenance).

Access Control Menu



In the User Account Maintenance screen, click “New” button.

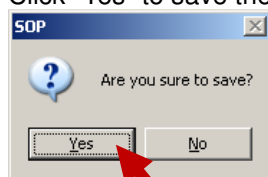
A screenshot of the 'User Account Maintenance' screen. At the top, there is a menu bar with options: 'File Operation', 'Preparation', 'Preference', 'Time Block', 'Subject Allocation', 'Time-table', 'Report', and 'Access Control'. Below the menu bar is a toolbar with buttons: 'New' (highlighted with a red arrow), 'Select Item', 'Save', and 'Delete'. The main area contains form fields for 'User ID', 'User Name', and 'Role'. Below these fields is a table listing existing users. At the bottom right, there is an 'Active' checkbox.

User ID	User Name
USER0001	System Administration
USER0002	Main User1
USER0003	Main User2
USER0004	Main User3
USER0005	Read-only User1
USER0006	Read-only User2
USER0007	Read-only User3
sysadmin	System Administrator

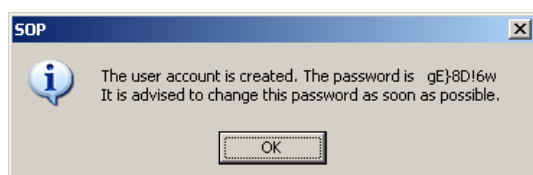
Enter the information of “User ID”, “User Name”, select Role(s) in “Role” and check the “Active” checkbox, then click “Save” button.

User ID	User Name
USER0001	System Administration
USER0002	Main User1
USER0003	Main User2
USER0004	Main User3
USER0005	Read-only User1
USER0006	Read-only User2
USER0007	Read-only User3
sysadmin	System Administrator

Click “Yes” to save the new user.



The system will show the password of the newly added user.



Remarks:

User account will become inactive (“Active” checkbox is unchecked) automatically in the following cases:

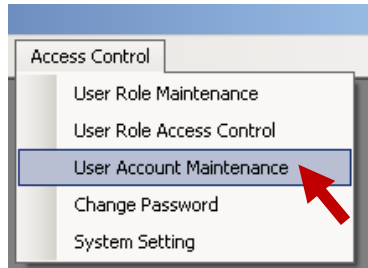
1. The number of login attempt reaches the setting in “System Setting”.
2. Account expired.

User can check the “Active” checkbox to re-activate the user account.

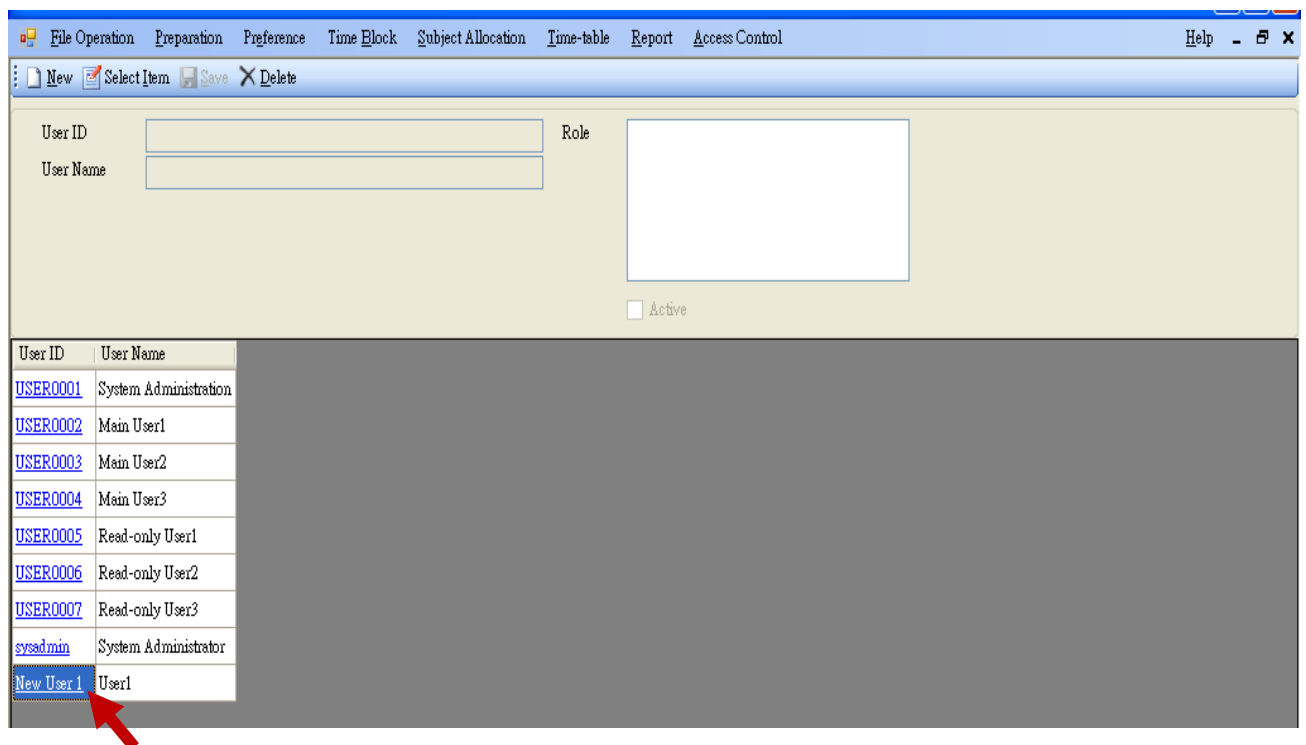
13.3.2 How to edit user account

User can edit user account by Access Control Menu (Access Control -> User Account Maintenance).

Access Control Menu



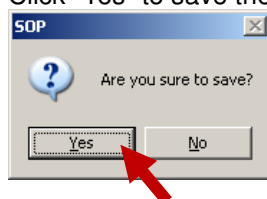
In the User Account Maintenance screen, double click user on the list.



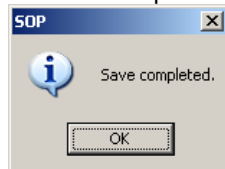
User can modify the information of “User Name”, select Roles in “Role”, check the “Active” checkbox, and then click “Save” button.

User ID	User Name
USER0001	System Administration
USER0002	Main User1
USER0003	Main User2
USER0004	Main User3
USER0005	Read-only User1
USER0006	Read-only User2
USER0007	Read-only User3
sysadmin	System Administrator
New User 1	User1

Click “Yes” to save the setting.



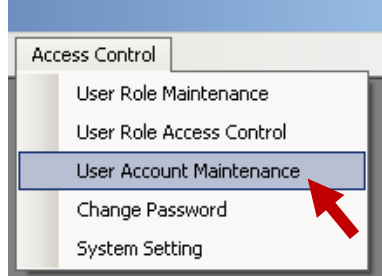
Save is completed.



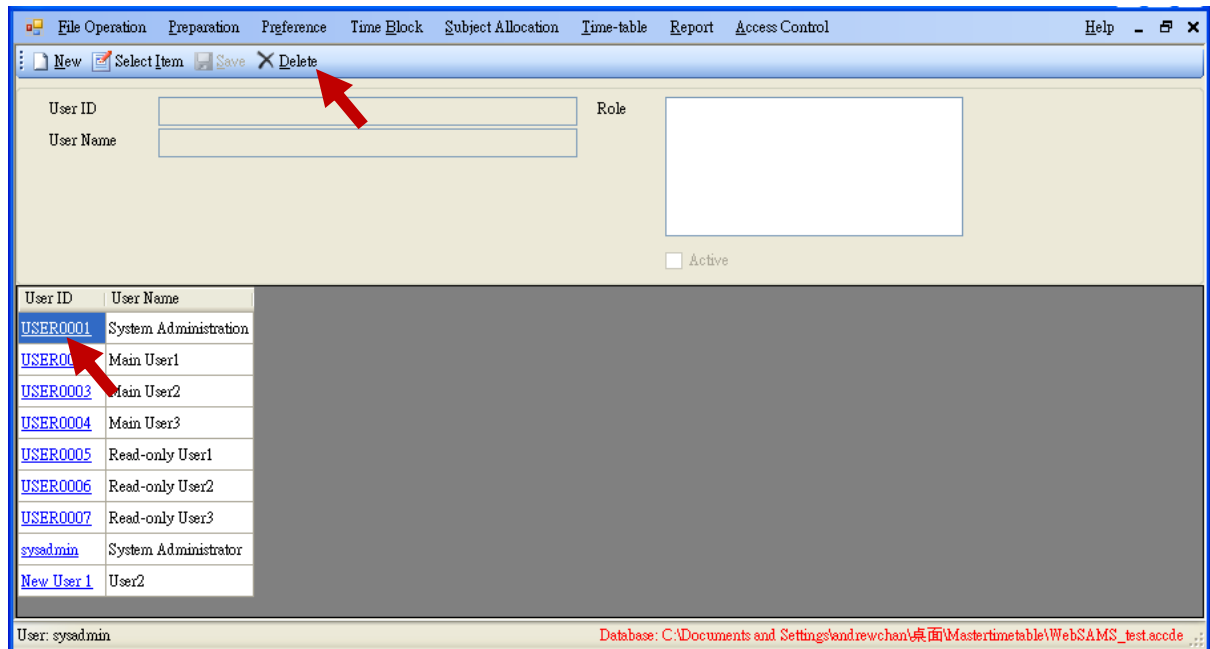
13.3.3 How to delete user account

User can delete user account by Access Control Menu (Access Control -> User Account Maintenance).

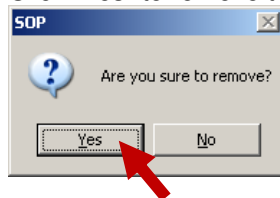
Access Control Menu



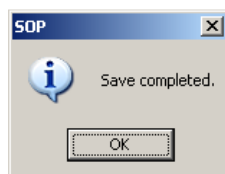
In the User Account Maintenance screen, choose user on the list, and then click "Delete" button.



Click "Yes" to remove the user.



Record is removed.

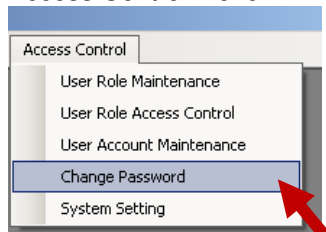


13.4 Change Password

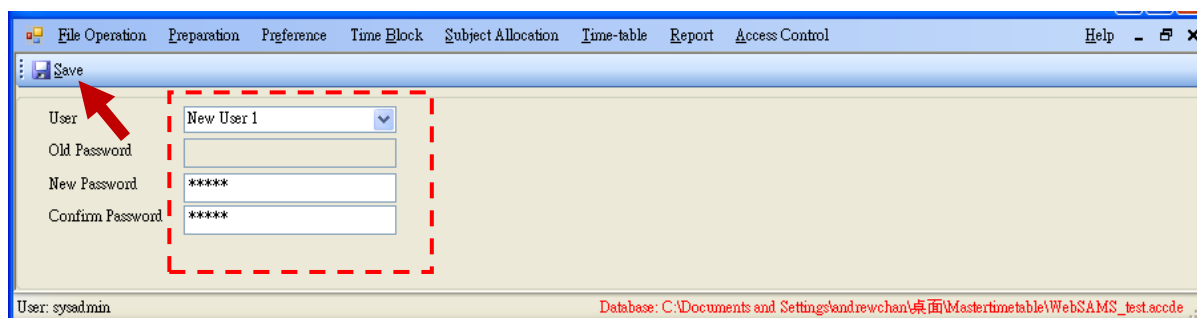
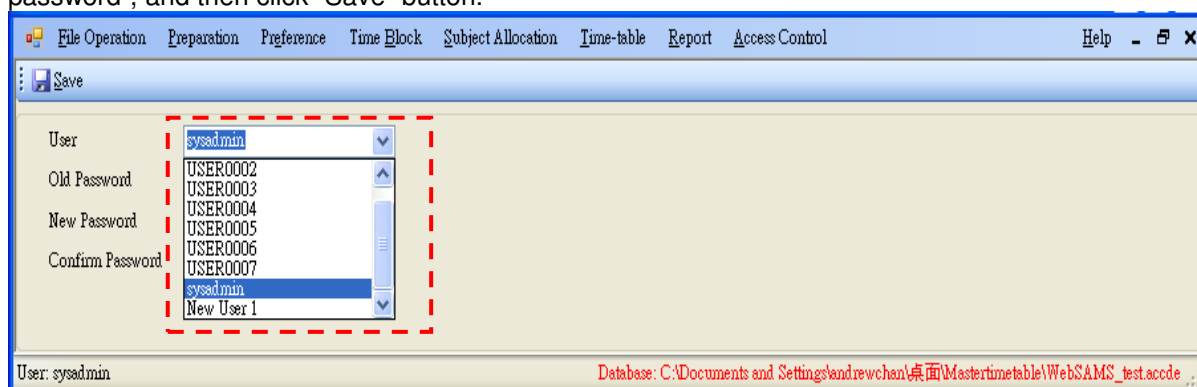
13.4.1 How to change password by system administrator

System Administrator can change the password by Access Control Menu (Access Control -> Change Password).

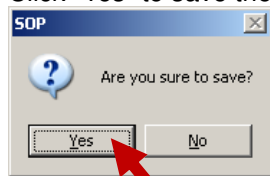
Access Control Menu



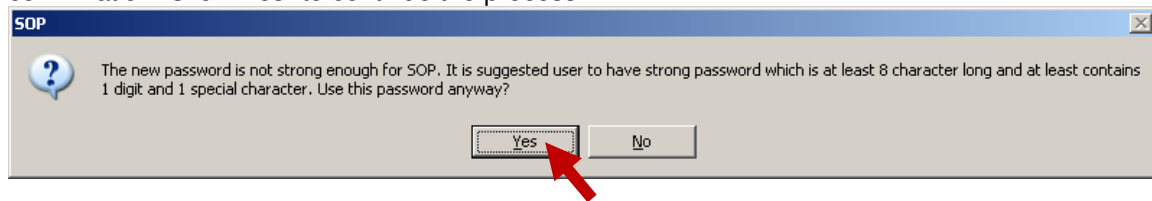
In the Change Password screen, choose user on the list, type “new password” and “confirm password”, and then click “Save” button.



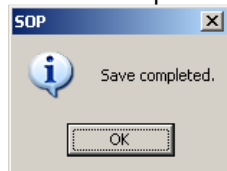
Click “Yes” to save the new password.



If the password entered is not strong enough, the system will prompt a message for further confirmation. Click “Yes” to continue the process.



Save is completed.



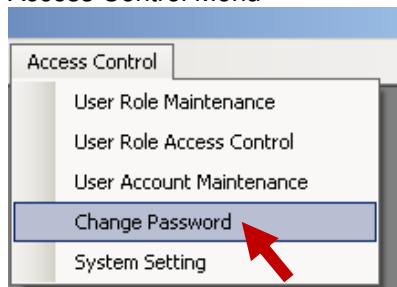
Remarks:

Password policy suggested by the system : at least 8 characters with 1 digit and 1 special character.

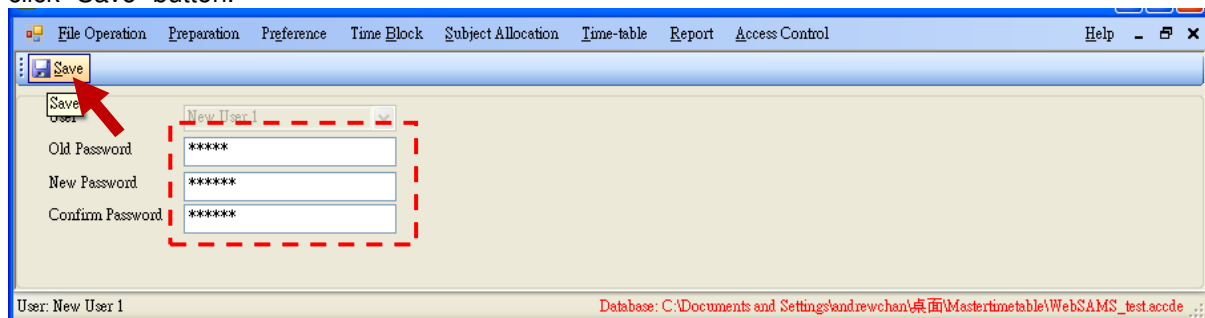
13.4.2 How to change password by normal user

A normal user can change the password by Access Control Menu (Access Control -> Change Password).

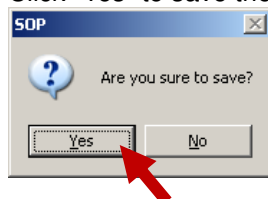
Access Control Menu



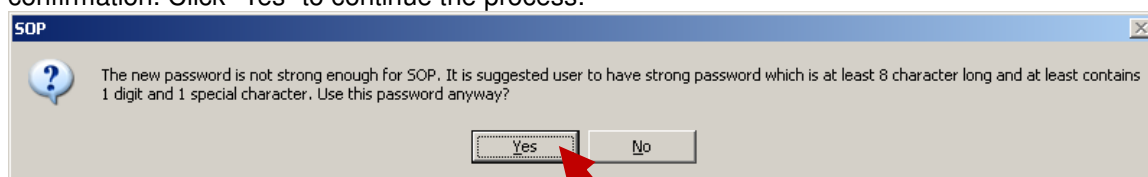
In the Change Password screen, type “old password”, “new password” and “confirm password”, then click “Save” button.



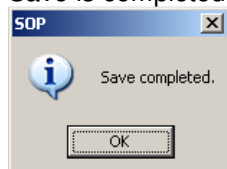
Click “Yes” to save the new password.



If the password entered is not strong enough, the system will prompt a message for further confirmation. Click “Yes” to continue the process.



Save is completed.



Remarks:

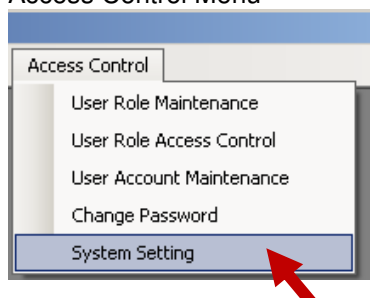
Password policy suggested by the system: at least 8 characters with 1 digit and 1 special character.

13.5 System Setting

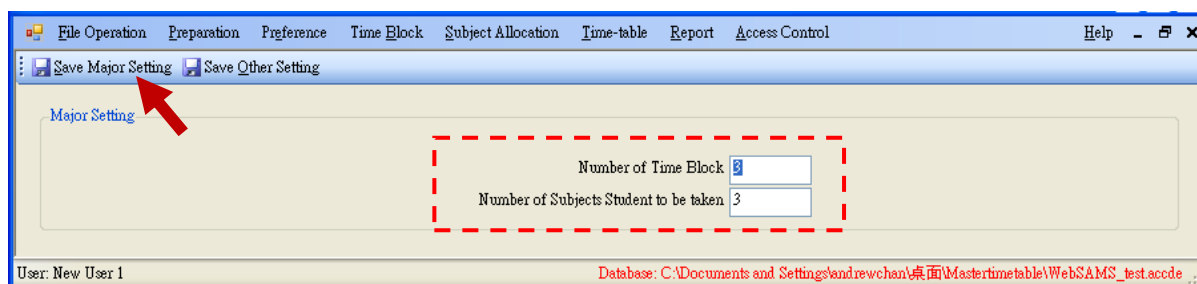
13.5.1 How to edit Major Setting in System Setting

User can edit the Major Setting by Access Control Menu (Access Control -> System Setting).

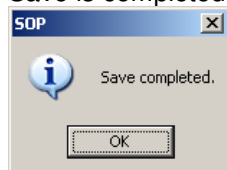
Access Control Menu



To change Major Setting, user can change the values in the Major Setting area, and then click “Save Major Setting” button.



Save is completed.



Remarks:

Number of Time-block

Number of Time-block: This setting controls the number of time blocks to be generated. After updating this figure, the time block generation result will be cleared.

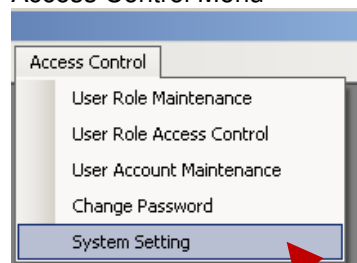
Number of Subjects Student to be taken

Number of Subjects to Be Taken by a Student

Number of Subjects to Be Taken by a Student: Control default value of number of electives for each student.

13.5.2 How to edit Other Settings in System Setting

User can edit the Other Setting by Access Control Menu (Access Control -> System Setting).

Access Control Menu

To change Other Setting, user can change the values in the Other Setting area, and then click “Save Other Setting” button.

The screenshot shows a dialog box titled 'Save Other Setting' with two buttons: 'Save Major Setting' and 'Save Other Setting'. The 'Save Other Setting' button is highlighted with a red arrow.

Below the buttons, there are two sections: 'Major Setting' and 'Other Setting'.

Major Setting

Number of Time Block

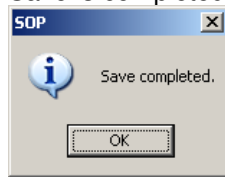
Number of Subjects Student to be taken

Other Setting

Description	Value
Account Expire (day)	180
Maximum Login Attempt	3

User: New User 1 Database: C:\Documents and Settings\andrewhchan\桌面\Mastertimetable\WebSAMS_test.acdde

Save is completed.



Remarks:

Account Expire (day)	40
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Account Expire (day): Control when accounts will expire. If user has not made this setting, the account will be set to be inactive. User can re-activate the account in User Account Maintenance screen.

Maximum Login Attempt	3
-----------------------	---

Maximum Login Attempt: If user has not made this setting, the account will be set to be inactive. User can re-activate the account in User Account Maintenance screen.

- End of Document -